



Naval Aircrewmen - Mechanical (AWF)

November 2021





United States Navy Ethos

We are the United States Navy, our Nation's sea power - ready guardians of peace, victorious in war.

We are professional Sailors and Civilians - a diverse and agile force exemplifying the highest standards of service to our Nation, at home and abroad, at sea and ashore.

Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our Shipmates and families.

We are patriots, forged by the Navy's core values of Honor, Courage and Commitment. In times of war and peace, our actions reflect our proud heritage and tradition.

We defend our Nation and prevail in the face of adversity with strength, determination, and dignity.

We are the United States Navy.



The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.

CAREER ROADMAP

Airman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Naval Aircrewmen - Mechanical community through the process of pursuing professional development and advanced education using various military and civilian resources e.g. PQS program; JST Joint Service Transcript; E-Learning; Navy College Network; etc. Successful leadership is the key to military readiness and will always require a high degree of technical skill, professional knowledge, and intellectual development.

What is a Career Roadmap for Naval Aircrewmen - Mechanical?

Naval Aircrewmen - Mechanical roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Airman Recruit through Master Chief. The principal focus is to standardize a program Navy wide by featuring the existing skills necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent Sailor.

What is the Enlisted Learning and Development Continuum?

Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional education, well-rounded assignments, and voluntary education. As you progress through your career, early-on skill training diminishes while professional military education gradually increases. Experience is the ever-present constant determining the rate at which a Sailor trades skill training for professional development.

Do Sailors have to follow the Roadmap?

Yes. The Naval Aircrewmen - Mechanical roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Military Education (JPME), Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, Naval Aircrew Candidate School, and Naval Aircrewman Mechanical "A" School at Naval Air Station Pensacola FL, E-Learning, etc.). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (MNP, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Navy College Virtual Education Center (VEC) or OCONUS Education Office's vast resources. All are uniquely qualified to help you along the way.

Notes:



AWF CAREER PATH (NAC/AW/EXW)



Naval Aircrewman Mechanical (AWF). AWFs belong to a diverse community that is highly specialized to the platform they are assigned. AWFs serve as Flight Engineers on P-3, C-130 and E-6 aircraft. In addition, they serve as loadmasters and/or Crew Chiefs on C-2 and C-130 and Reel Operators on E-6 aircraft. While assigned to Naval Special Warfare (NSW) units, they serve as Unmanned Aerial Systems (UAS) Mission Commander, pilot, payload operator and technical surveillance operator on various platforms.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	AWFCM	23.2	CSEL, ECM, Lead Detailer, Wing/TG AMCPO	36	Follow-on Shore Tours
23-26	AWFCM AWFCS	23.2 Yrs 21.1	CSEL, ECM, Lead Detailer, NSWDG, NSW UAS, Wing/TG, AMCPO	36	4 th Shore Tour Billet: TYCOM / NAVAIR / FRS / NSW Group / Type Wings AMCPO
20-23	AWFCM AWFCS	23.2 Yrs 22.1	CMDCM, CSEL, CMDCS, AMCPO, NSWDG, NSW UAS	36	4 th Sea Tour Billet: AMCPO, DET LCPO / DET SEL, Department / Division / Branch LCPO / NSW LCPO / Manpower Manager, Senior Aircrewman Duty: VP/VQ/VPU/ VRC/NSWDG/ NSW SRT/NSW ATC. Qualification: NATOPS Instructor/ NATOPS Evaluator / FIUTI / CRMI / SFF/Quality Assurance Supervisor, NSW UAS Mission Commander, NSW UAS Operator, NSW UAS Instructor
17-20	AWFCM AWFCS AWFC	23.2 Yrs 21.1 18.3	CWO, CSEL, AMCPO, Instructor Duty, ECM, Detailer, Placement Coordinator, Rating Specialist, OCS Leadership, NSWDG, NSW UAS, Instructor. SEA FA	36	3 rd Shore Tour Billets: AMCPO, DET LCPO / DET SEL / CTF (Bahrain/Misawa)/ Wing AMCPO / FRS Instructor/ NATOPS Evaluator / Operations/Training LCPO/ "A" School/ CNATTU/NACCS/Water Survival Instructor/MPRWS/NSW UAS Operator. Duty: VP/VQ/VX/VXS/NSWDG/ NSW SRT/NSW ATC/NSW Group Qualifications: ACTC 400 / ACTC 500 / WTI / Fleet NATOPS Evaluator/MTS/SIUTI/FIUTI/ CRMI/*SFF/*QAR/*Quality Assurance Supervisor, NSW UAS Mission Commander, NSW UAS Operator, NSW UAS Instructor



AWF CAREER PATH (NAC/AW/EXW)



YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
14-17	AWFCS AWFC AWF1	22.1 Yrs 18.3 8.2	CWO, OCS, MECP, CSEL, Special Projects, NSWDG, NSW UAS	36	<p>3rd Sea Tour Billets: NATOPS LPO/LCPO/Training LPO/LCPO/Operations LPO/LCPO/LCPO/ *Maintenance Control/*Quality Assurance Supervisor/Division/Branch LCPO/LPO</p> <p>Duty: VP/VQ/VPU/ VRC/OPNAV SDC/NSWDG /NSW SRT/NSW ATC/NSW Group Qualification: NATOPS Evaluator/SFF/SIUTI*/QAR</p> <p>Qualifications: ACTC 400 / ACTC 500 / WTI / Fleet NATOPS Evaluator/MTS/SIUTI/FIUTI/ CRMI/*QAR/*Quality Assurance Supervisor, NSW UAS Mission Commander, NSW UAS Operator, NSW UAS Instructor</p>
11-14	AWFCS AWFC AWF1	22.1 Yrs 18.3 8.2	LDO, CWO, STA-21, NSWDG, NSW UAS, Embassy Duty, Naval War College, OCS Leadership Instructor, Instructor Duty	36	<p>2nd Shore Tour Billets: NATOPS LPO/LCPO/ Training LPO/LCPO/ Operations LPO/LCPO/Division/Branch LCPO/LPO/ Classroom Instructor/Schedules Petty Officer / NATOPS Instructor/NATOPS Evaluator/FIUTI/RDC/Recruiting</p> <p>Duty: VQ/VX/VXS/VRC/CTF (Bahrain, Misawa)/FRS Instructor/ “A” School/NSWDG/NSW SRT/ NSW ATC/CNATTU/NACCS/Water Survival Instructor</p> <p>Qualification: MTS/Fleet NATOPS Evaluator/NATOPS Instructor / CRMI/ACTC 400/ACTC 500 WTI/SIUTI/FIUTI/ *SFF*/QAR/*CDQAR/*CDI, NSW UAS Mission Commander, NSW UAS Operator, NSW UAS Instructor</p>



AWF CAREER PATH (NAC/AW/EXW)



YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
9-12	AWFC AWF1 AWF2	18.3 Yrs 8.2 3.2	LDO, CWO, OCS, STA-21, NSWDG, NSW UAS, MECP.	36	2 nd Sea Tour Billets: NATOPS LPO/LCPO/ Training LPO/LCPO/Operations LPO/LCPO/ *Maintenance Control Duty: VP/VQ/VPU/ VRC/OPNAV SDC/NSWDG/NSW SRT/ Qualification: NATOPS Instructor Evaluator/ACTC 400/ IUTI/ CRMI/*SFF/*QAR/*CDQAR/*C DI, NSW UAS Mission Commander, NSW UAS Operator, NSW UAS Instructor
1-6	AWF2 AWF3	3.2 Yrs 1.6	STA-21, OCS, MECP, Naval Academy, NROTC	54	1 st Sea Tour Billets: Aircrewman Duty: VP/VQ/VRC Qualification: NATOPS Instructor/Positional Instructor/ Plane Captain/NAWS/ EAWS/*CDI/*CDQAR
1+/-	AWFAN AWFAA Accession Training	9 Months			Recruit Training/NACCS/FRS and all schools or training events required to be completed prior to reporting to their first operational command

Notes:

1. A" School is required.
2. This rating is not a compression rating. The following service ratings were effective on 1 Oct 2008: AWR, AWS, AWO, AWF, AWV, which fall under the general rating AW. Effective 28 Oct 2016, Senior Chief Petty Officers no longer compress to AWCN.
3. Upon completion of initial training pipelines, AWFs are typically closed-loop detailed by their NEC/platform to meet crew seat ratio until there is no longer a need for that particular NEC. In this regard, Sailors may not be afforded the opportunity to serve in the same competitive Shore Duty assignments outside of their communities as are afforded to other ratings. IE: RDC/Recruiting. Similarly, not all AWFs may have the opportunity to attain the ACTC level 500 designation within their community as a small number are selected for that duty.
4. Member must volunteer for duty involving flying.
5. Members must be fully qualified and maintain all requirements to perform flight duties IAW OPNAVINST 3710.
6. In addition to the above career path, an AWF is advanced due to proven leadership, performance and qualifications. In order to serve as an AWF, the Sailor must volunteer for duty involving flying and hold a SECRET security clearance.
7. Must attend refresher training at a Fleet Replacement Squadron if member was distributed to a billet not requiring regular flight duties exceeding 18 months for designated Type/Model/Series.



AWF CAREER PATH (NAC/AW/EXW)



8. Career enhancing billets or tours and special qualifications include: Wing/TG AMCPO, Squadron AMCPO, FRS Instructor, MPRWS, Instructor Duty, RDC, OPNAV SDC, NSWDG, NSW Group, NSW SRT, NSW ATC, ECM/TECHAD, Detailer, Rating Specialist, Placement Coordinator, Overseas duty.
9. Candidates going up for AWFCM should have at least one successful sea-duty tour with break-outs.
10. Due consideration should be given to those individuals who serve on Navy-wide / Task Force level boards and committees like the AERR, PQS/NATOPS Conference, AW Task Force, Navy Advancement Selection Boards, and future rated committees as these efforts contribute significantly to the enhancement of the Navy and the Naval Aircrewman ratings' combat effectiveness. (**taken directly from AWV Notes**)
11. Personnel assigned to Naval Special Warfare (NSW) commands must qualify as Combat Service Support or Combat Support in order to support combat and contingency operations. Additionally, they must qualify as an Expeditionary Warfare Specialist (EXW). All Naval Aircrewman supporting NSW provide a critical link with the NAVAIR community to NSW by bringing best practices from Aircrew training and evaluation, NATOPS and NAMP procedures, and tactical system/sensor employment .
12. Maintenance qualifications indicated by asterisk "*" are qualifications that may be attained if attached to a maintenance department and the individual platform determines degree of requirement.
13. In addition to operational duties, all AWs are required to maintain minimum Naval Aircrew physical fitness standards.
14. Acronyms specific to the AWF rate include:

AAS	Advanced Airborne Sensor
ACTC	Aircrew Training Continuum
AVO	Air Vehicle Operator
AVO-I	Air Vehicle Operator Instructor
CDI	Collateral Duty Inspector
CDQAR	Collateral Duty Quality Assurance Representative
CNATTU	Center for Naval Aviation Technical Training Unit
CRMI	Crew Resource Management Instructor
CSS	Combat Service Support
CS	Combat Support
CTF	Commander Task Force
EAWS	Enlisted Aviation Warfare Specialist
ECM	Enlisted Community Manager
EXW	Expeditionary Warfare Specialist
FIUTI	Fleet Instructor Under Training Instructor
FRS	Fleet Replacement Squadron
LSRS	Littoral Surveillance Radar System
MTS	Master Training Specialist
MPO	Mission Payload Operator
MPRWS	P-3 and/or P-8 Maritime Patrol and Reconnaissance Weapons School
NACCS	Naval Aircrew Candidate School
NAPP	Naval Aviation Production Process
NATOPS	Naval Aviation Training Operations Procedures and Standardization
NATTC	Naval Aviation Technical Training Center
NAWS	Naval Aircrew Warfare Specialist
NSW	Naval Special Warfare
NSWDG	Naval Special Warfare Development Group
NSWG	Naval Special Warfare Group
NSW SRT	Naval Special Warfare Special Reconnaissance Team
NSW ATC	Naval Special Warfare Advance Training Command
QAR	Quality Assurance Representative
SFF	Safe for Flight



AWF CAREER PATH (NAC/AW/EXW)



SIUTI	FRS Staff Instructor Under Training Instructor
SRT	Special Reconnaissance Team
STRATCOM	Strategic Command
UAS	Unmanned Aerial System
WTI	Weapons Tactic Instructor
VRC	Fleet Logistics Support Squadron
VP	Patrol Squadron
VPU	Patrol Squadron Special Projects
VQ	Fleet Air Reconnaissance Squadron
VX	Air Test and Evaluation Squadron
VXS	Scientific Development Squadron

Considerations for advancement from E6 to E7

1. Sea Assignments

- Documentation of utilizing in-rate qualifications
 - Positional Qualification / 300 Level ACTC for Fleet Sea Duty assignments
 - For NSW assigned personnel:
 - NSW JTAC
 - NSW UAS Operator
 - NSW UAS Instructor
- At least two warfare pins (NAWS primary)
- Completion of PPME
- At least one command collateral duty (Primary or Alternate)
- FCPOA active involvement
- Sailor 360 involvement
- Should have served as LPO or Assistant LPO in one of the following:
 - Operations (Operations LPO at sea is the pinnacle assignment for a Naval Aircrewman)
 - Training
 - NATOPS
 - NSW
 - NSW Division/Department
 - Maintenance Work Center (if assigned to the Maintenance Department)
- Upper-level qualifications
 - NATOPS Instructor or Assistant NATOPS Instructor/ 400 Level ACTC
 - Not required but a good indicator of superior performance, considered to be the pinnacle of Aircrew qualifications.
- Safe-For-Flight (SFF) Qualification
 - SFF qualification is not required for advancement to E-7 and does not fall into the normal job scope of a Naval Aircrewman, but is considered to be the pinnacle of aviation maintenance qualifications. E-6's attached to the Maintenance Department holding the SFF qualification should be given the same consideration for advancement as those holding the 400 level ACTC qualification.
- Sea Duty Special Programs (NSWDG/NSW UAS)
 - UAS Mission Commander Qualification is not required for advancement to E-7 but is the pinnacle of unmanned aviation flight/tactical qualifications. E-6's holding this qualification should be given appropriate consideration for advancement due to the nature of the specialized qualification.
 - UAS Instructor qualification is not required for advancement to E-7 but is a advanced unmanned aviation flight/tactical qualifications. E-6's holding this qualification should be given appropriate consideration for advancement due to the nature of the specialized qualification.



AWF CAREER PATH (NAC/AW/EXW)



2. Shore Assignments

- FRS Instructor, MPRWS, Instructor Duty, RDC, NSWDG, NSW Group, NSW SRT, NSW ATC, ECM/TECHAD, Detailer, Rating Specialist, Placement Coordinator, Overseas duty.
- Strong consideration for certain successful tours that demonstrate leadership, character, and ability to communicate effectively.
 - Attainment of Master Training Specialist (MTS) qualification if eligible
 - Attainment of 500 Level ACTC Weapons Tactics Instructor (WTI) if eligible
 - RDC / Instructor / Recruiter / PERS / BUPERS / NSW
- At least one command collateral duty (Primary or Alternate)
- FCPOA active involvement
- Sailor 360 involvement
- Should have served as LPO or Assistant LPO in one of the following
 - Operations
 - Training
 - NATOPS
 - Student Control
 - NSW
- Attainment and utilization of Instructor Qualifications
- NSW Shore Duty Special Program (NSW UAS)
 - NSW SRT Shore UIC instructor is not required for advancement to E-7 but is an advanced unmanned aviation flight/tactical qualifications. E-6's holding this qualification should be given appropriate consideration for advancement due to the nature of the specialized qualification.
 - NSW ATC instructor duty is not required for advancement to E-7 but is an advanced unmanned aviation flight/tactical qualifications. E-6's holding this qualification should be given appropriate consideration for advancement due to the nature of the specialized qualification.

Considerations for advancement from E7 to E8

1. Sea Assignments

- At least two warfare pin (NAWS primary)
- Completion of PPME and Senior Enlisted JPME
- NATOPS Instructor or Assistant NATOPS Instructor/ 400 Level ACTC position held
 - At least 12 months in a command role / billet Division LCPO
 - Department LCPO (Ops and Training DEPT LCPO Billets traditionally a E8 Billet)
 - Division LCPO
 - Maintenance Control CPO if attached to Maintenance Department
 - NSW LCPO
- Safe for Flight (SFF) Qualification attained at some point if attached to the Maintenance Department
- Command Collateral Duty with documented impact
- CPOA involvement
- Sailor 360 Phase I/II involvement (committee lead or alternate / selectee sponsor)
- For NSW assignments:
 - NSW UAS Operator
 - NSW UAS Instructor
 - NSW UAS Mission Commander



AWF CAREER PATH **(NAC/AW/EXW)**



2. Shore Assignments

- FRS Instructor, MPRWS, Instructor Duty, Special Projects, RDC, NSW Group, NSW ATC, NSW SRT, ECM/TECHAD, Detailer, Rating Specialist, Placement Coordinator, Overseas duty.
- Strong consideration for certain successful tours that demonstrate leadership, character, and ability to communicate effectively.
 - Attainment of Master Training Specialist (MTS) qualification if eligible
 - Attainment of 500 Level ACTC Weapons Tactics Instructor (WTI) if eligible
 - RDC / Instructor / Recruiter / PERS / BUPERS / NSW
- At least one command collateral duty (Primary or Alternate)
- CPOA active involvement
- Sailor 360 Phase I involvement
- Should have served as LCPO in one of the following:
 - Operations
 - Training or Tactics
 - NATOPS
 - NSW
- Attainment and utilization of Instructor Qualifications

Considerations for advancement from E8 to E9

1. Sea Assignments

- Senior Enlisted Academy (required)
- Completion of SEJPME and favorable consideration for completion of SEJPME II
- At least two warfare pins (NAWS primary)
- At least 12 months in a command role / billet any of the following:
 - Aircrew Master Chief Petty Officer (Pinnacle E9 Billet)
 - Aircrew Readiness Manager (Traditional E9 Billet)
 - Senior Enlisted Aircrewman
 - Operations DEPT LCPO (Pinnacle assignment for a Naval Aircrewman at sea)
 - Training DEPT LCPO
 - NATOPS DEPT LCPO
 - NSW LCPO
- Senior Enlisted Leader during absence of incumbent CMC/SEL
 - Not required for advancement however a positive indicator of responsibility, character, and integrity
- Command Collateral with documented impact
- CPOA involvement and holding a position
- Sailor 360 Phase I/II involvement (Committee Lead or Alternate)

2. Shore Assignments

- ECM, Lead Detailer, TYCOM, NAVAIR, FRS, STRATCOM, Schools Command, NSW DG, NSW Group
- At least 12 months in a command role / billet any of the following:
 - Wing/TF Aircrew Master Chief Petty Officer
 - Aircrew Readiness Manager
 - Senior Enlisted Aircrewman
 - SEL
- Command Collateral with documented impact
- CPOA active involvement
- Sailor 360 Phase I/II involvement (Committee Lead or Alternate)



AWF CAREER PATH (NAC/AW/EXW)



- Should have served as LCPO in one of the following:
 - Operations
 - Training
 - NATOPS
 - NSW
- Leadership impact across total force



AWF CAREER PATH (FULL TIME SUPPORT)



Naval Aircrewman Mechanical (AWF) belongs to a diverse community that is highly specialized to the platform to which they are assigned. AWF's serve as Flight Engineers on P-3 and C-130 aircraft. In addition, they serve as Crew Chiefs and/or Loadmasters on C-40, C-37, CMV-22, and C-130.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	Tour Length	TYPICAL CAREER PATH DEVELOPMENT
26-30	AWFCM	24.3 Yrs	CSEL, 8CMC/8CSC	36/36	Billet: CMC, CSEL, TYCOM, ECM, FLSW NATOPS LCPO
23-26	AWFCM AWFCS	24.3 Yrs 21.1	CSEL, 8CMC/8CSC	36/36 60/36	Billet: CMC, CSEL, LCPO. Duty: VP/VR/FRC/ETD/VRM/NALO Qualification: CCI/FEI/LMI Evaluator/Maintenance Control LCPO/SFF/QAO/QA Supervisor
19-23	AWFCS AWFC AWF1	21.1 Yrs 16.2 9.9	CSEL, 8CSC, OCS, RDC	60/36 60/36 60/36	Billet: CSEL/Detailer/Instructor/ Maintenance Control LPO/LCPO/QA LPO/LCPO /NATOPS LPO/LCPO/ Operations LPO/LCPO/Instructor Duty: VP/VR/FRC/ETD/FRC/NALO /VRM/CFLSW/ALTC/CNAFR /NACCS Qualification: SFF/FSQAR CCI/FEI/LMI/MTS
15-19	AWFCS AWFC AWF1	21.1 Yrs 16.2 9.9	CSEL, 8CSC, OCS, RDC	60/36 60/36 60/36	Billet: Maintenance Control LPO/LCPO/QA LPO/LCPO /NATOPS LPO/LCPO/Operations LPO/LCPO/Instructor. Duty: VP/VR/FRC/ETD/VRM/ NALO/CFLSW/ALTC/NACCS Qualification: : CCI/FEI/LMI /SFF/QAR/FSQAR/ CDQAR/MTS
12-15	AWFC AWF1 AWF2	16.2 Yrs 9.9 3.7	OCS, RDC	60/36 60/36 60/36	Billet: Maintenance Control LPO/LCPO/QA LPO/LCPO /NATOPS LPO/LCPO/Operations LPO/LCPO/Instructor. Duty: VP/VR/FRC/ETD/VRM/ NALO/CFLSW/ALTC/NACCS Qualification: LMI/CC/ FE/MTS/CDI/QAR/SFF
9-12	AWF1 AWF2	9.9 Yrs 3.7	STA-21, OCS	60/36 60/36	Billet: Aircrewman/Operations Clerk/ NATOPS Instructor/Maintenance Control LPO/QA LPO/Work Center LPO/Supervisor/Instructor Duty: VP/VR/FRC/ETD/VRM/ NALO/CFLSW/ALTC/NACCS Qualification: LM ANI/CC/FE/ CDI/QAR/SFF



AWF CAREER PATH (FULL TIME SUPPORT)



YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	Tour Length	TYPICAL CAREER PATH DEVELOPMENT
6-9	AWF2 AWF3	3.7 Yrs 1.4	STA-21, OCS	60/36 60/36	Billets: Aircrewman/Maintenance Tech/NATOPS Clerk/Operations Clerk Duty: VP/VR/FRC/ETD/VRM/NALO Qualification: Positional qualification LM/CC/FE
2-6	AWF2 AWF3	3.7 Yrs 1.4	STA-21, OCS, Naval Academy	60/36 60/36	Billets: Aircrewman/Maintenance Tech/NATOPS Clerk/Operations Clerk Duty: VP/VR/FRC/ETD/VRM Qualification: NATOPS positional qualification LM/2LM/ Plane Captain/NAWS/ EAWS/CDL
1+/-	AWFAN AWFAA Accession Training	9 Months	STA-21, OCS, Naval Academy	60/36	Recruit raining/NACCS/ALTC and all schools or training events required to be completed prior to reporting to their first operational command.

Notes:

1. "A" School is required
2. Upon completion of initial training pipelines, AWFs are typically closed-loop detailed by their NEC/platform until there is no longer a need for that particular NEC.
3. Member must volunteer for duty involving flying.
4. May be required to attend refresher training at a Fleet Replacement Squadron/Air Logistics Training Center upon completion of duty not involving flying. Annual NATOPS evaluations.
5. In addition to operational duties, all AWs are required to maintain minimum Naval Aircrew standards and maintain a SECRET or higher security clearance.
6. Due to the limited availability of Shore Duty, it is not uncommon for an FTS Aircrewman to complete an entire career on Sea Duty.

7. ACRONYMS SPECIFIC TO THE AW RATE INCLUDE:

PCMCPO	Production Control Master Chief
MMCPO	Maintenance Master Chief
MSCPO	Maintenance Senior Chief
CSEL	Command Senior Enlisted Leader
SEL	Senior Enlisted Leader
ALTC	Air Logistics Training Command
NATOPS	Naval Aviation Training Operations Procedures and Standardization
NACCS	Naval Aircrew Candidate School
QAR	Quality Assurance Representative
SFF	Safe for Flight
FE	Flight Engineer
CC	Crew Chief
LM	Loadmaster



2LM
NE
FSQAR
NI
ANI

AWF CAREER PATH (FULL TIME SUPPORT)

Second Loadmaster
NATOPS evaluator
Full Systems Quality Assurance Representative
NATOPS instructor
Assistant NATOPS instructor



Considerations for advancement from E6 to E7

1. Sea Assignments

- Documentation of utilizing in-rate qualifications
 - Positional Qualification
- At least one warfare pin (NAWS primary)
- Should have served as LPO or Assistant LPO in one of the following:
 - NATOPS
 - Training or Tactics
 - Operations
 - *Maintenance Work Center (if assigned to the Maintenance Department)
- Upper-level qualifications
 - NATOPS Instructor or Assistant NATOPS Instructor/ 400 Level ACTC
 - Not required but a good indicator of character and ability to operate responsibly, considered to be the pinnacle of Aircrew qualifications.
 - Safe-For-Flight (SFF) Qualification
 - *SFF qualification is not required for advancement to E-7 and does not fall into the normal job scope of a Naval Aircrewman, but is considered to be the pinnacle of aviation maintenance qualifications. E-6's attached to the Maintenance Department holding the SFF qualification should be given the same consideration for advancement as those holding the 400 level ACTC qualification.
- Command Collateral duties with documented impact.
- FCPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- SAILOR 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions

2. Shore Assignments

- FRS/ALTC Instructor, MPRWS, Navy Air Logistics Office (NALO) Instructor Duty, BUPERS SDC, RDC, SRT, ECM/TECHAD, Detailer.
- Strong consideration for certain successful tours which demonstrate leadership, character, and ability to communicate effectively.
 - Attainment of Master Training Specialist (MTS) qualification if eligible
 - Attainment of 500 Level ACTC Weapons Tactics Instructor (WTI) if eligible
 - RDC/Instructor/Recruiter/PERS/BUPERS
- Personnel assigned to Navy Operational Support Centers (NOSC) **SHALL** complete the NOSC Watchstander PQS (NAVEDTRA 43075)
- Command Collateral duties with documented impact.
- FCPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- SAILOR 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- Should have served as LPO or Assistant LPO in one of the following:
 - NATOPS
 - Training or Tactics
 - Operations



AWF CAREER PATH (FULL TIME SUPPORT)



Considerations for advancement from E7 to E8

1. Sea Assignments

- VP/VR/ETD/VRM
- At least one warfare pin (NAWS primary)
- NATOPS Instructor or Assistant NATOPS Instructor/400 Level ACTC position held
- Safe for Flight (SFF) Qualification attained at some point if attached to the Maintenance Department
- Full Systems QAR (FSQAR) Qualification attained at some point if attached to the Quality Assurance Division
- At least 12 months in a command role / billet
 - Division LCPO
 - Department LCPO
 - *Maintenance Control CPO if attached to Maintenance Department
 - NATOPS Instructor/Evaluator
- Command Collateral duties with documented impact.
- FCPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- SAILOR 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions

2. Shore Assignments

- FRS Instructor, MPRWS, Instructor Duty, BUPERS SDC, RDC, SRT, ECM/TECHAD, Detailer, Rating Specialist, Placement Coordinator, Overseas duty, PRDO, NOSC CSEL.
- Strong consideration for certain successful tours which demonstrate leadership, character, and ability to communicate effectively.
 - Attainment of 805A Instructor NEC and Master Training Specialist (MTS) qualification if eligible.
 - Attainment of 500 Level ACTC Weapons Tactics Instructor (WTI) if eligible
 - RDC/Instructor/Recruiter/PERS/BUPERS
- Command Collateral duties with documented impact.
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- SAILOR 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Should have served as LCPO in one of the following departments:
 - NATOPS Instructor/NATOPS Evaluator
 - Training or Tactics
 - Operations
 - Maintenance
- Attainment and utilization of Instructor Qualifications

Considerations for advancement from E8 to E9

1. Sea Assignments

- VP/VR/ETD/VRM
- Senior Enlisted Academy or other service equivalent (required)
- At least 12 months in a command role / billet any of the following:
 - Aircrew Readiness Manager
 - Senior Enlisted Aircrewman
 - Operations LCPO
 - NATOPS LCPO



AWF CAREER PATH (FULL TIME SUPPORT)



- CSEL
- NATOPS Instructor/NATOPS Evaluator
- Senior Enlisted Leader during absence of incumbent CMC/SEL
- Not required for advancement however a positive indicator of responsibility, character, and integrity
- Command Collateral duties with documented impact.
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions.

2. Shore Assignments

- ECM, Lead Detailer, TYCOM, NAVAIR, FRC, FRS, STRATCOM, Schools Command, CSEL
- At least 12 months in a command role/billet any of the following:
 - Aircrew Readiness Manager
 - Senior Enlisted Aircrewman
 - SEL
- Command Collateral duties with documented impact.
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- SAILOR 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Should have served as LCPO in one of the following departments:
 - NATOPS
 - Training or Tactics
 - Operations
 - Maintenance
- Leadership impact across total force



AWF CAREER PATH SELECTED RESERVE (SELRES)

Naval Aircrewman Mechanical (AWF) belongs to a diverse community that is highly specialized in the platform to which they are assigned. AWF's serve as Flight Engineers on P-3 and C-130 aircraft. In addition, they serve as Loadmasters and/or Crew Chiefs on C-40, C-20, C-37 and C-130 and Second Loadmasters on C-2, E-2 and C-40 aircraft.					
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE ROTATION	TYPICAL CAREER PATH DEVELOPMENT
26-30	AWCM	24.3 Yrs	CSEL	N/A	Billet: CSEL, MMCPO Duty: VP, VR, VRM, NRPDC Position Qualification: CC, FE, LM
23-26	AWCM AWFCS AWFC	24.3 Yrs 21.2 15.7	CSEL	N/A	Billet: CSEL, LCPO, MSCPO, SEA Duty: VP, VR, VRM, NSWG, NASC Position Qualification: CC, FE, LM Qualification: NATOPS Instructor, NATOPS Evaluator, SFF, FSQAR, QAS, UAS Operator
19-23	AWFCS AWFC AWF1	21.2 Yrs 15.7 10.8	OCS, MECP, CWO, NROTC	N/A	Billets: CSEL, Instructor, Operations CPO, Maintenance CPO, NATOPS CPO, Training CPO Duty: VP, VR, VRM, NSWG, NASC Position Qualification: FE, CC, LM Qualification: NE, NI, SFF, FSQAR, UAS Operator, SEA
15-19	AWFCS AWFC AWF1	21.2 Yrs 15.7 10.8	STA-21, OCS, MECP, CWO, NROTC	N/A	Billets: NATOPS LPO/LCPO, Training LPO/LCPO, Operations LPO/LCPO, QA LPO/LCPO, Maintenance Control LPO/LCPO. Duty: VP, VR, VRM, NSWG, NASC Position Qualification: CC, FE, LM Qualification: SFF, QAR, CDQAR, UAS Operator, NE, IUT, NI, UAS Operator, NAMP Program Manager, Program Monitor.
12-15	AWFC AWF1 AWF2	15.7 Yrs 10.8 4.0	STA-21, OCS, MECP, LDO, CWO, NROTC	N/A	Billets: Instructor, Operations LPO, Training LPO, Maintenance/Work Center LPO Duty: VP, VR, VRM, VAW, NSWG, NASC Position Qualification: CC, FE, LM Qualification: ANI, NI, IUT, CDI, CDQAR, QAR, FSQAR, SFF, UAS Operator



AWF CAREER PATH SELECTED RESERVE (SELRES)

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE ROTATION	TYPICAL CAREER PATH DEVELOPMENT
9-12	AWF1 AWF2	10.8 Yrs 4.0	STA-21, OCS, MECP, LDO, NROTC	N/A	Billets: Work Center Supervisor/LPO, Schedules Petty Officer/LPO, NATOPS Instructor/LPO, QA Supervisor/LPO. Duty: VR, VRM, VP, VAW, NSWG Position qualification: LM, CC, FE Qualifications: ANI, NI, CDI, CDQAR, FSQAR, SFF, UAS Operator
6-9	AWF2 AWF3	4.0 Yrs 2.6	STA-21, OCS, MECP, NROTC	N/A	Billets: Operations PO, NATOPS PO, Training PO, Maintenance PO, Instructor Duty: VP, VR, VRM, NSWG, VAW Position Qualification: CC, FE, LM, 2LM Qualification: Plane Captain, CDI, CDQAR, UAS Operator
2-6	AWF2 AWF3	4.0 Yrs 2.6	STA-21, OCS, MECP, Naval Academy, NROTC	N/A	Billets: Aircrewman, Operations Clerk, NATOPS Clerk, Training PO Duty: VR, VRM, VP, VAW, NSWG Position Qualification: FE, LM, 2LM Qualification: Plane Captain, NAWS, EAWS, CDI, UAS Operator.
1+/-	AWFAN AWFAA Accession Training	9 Months	STA-21, OCS, MECP, Naval Academy, NROTC	N/A	Recruit Training, NACCS, SERE, ALTC, FRS and all schools or training events required to be completed prior to reporting to their first operational command.

NOTES:

1. "A" school is required.
2. This is a compression rating- AWO/AWS/AWR/AWF become AW at the Master Chief paygrade.
3. Upon completion of initial training pipelines, AWFs are typically close-looped detailed by their NEC/platform until there is no longer a need for that particular NEC.
4. Member must volunteer for duty involving flying.
5. May be required to attend refresher training at a Fleet Replacement Squadron /Air Logistics Training Center upon completion of duty not involving flying. Participate in annual NATOPS evaluations.



AWF CAREER PATH SELECTED RESERVE (SELRES)

6. In addition to operational duties, all AWs are required to maintain minimum Naval Aircrew standards, including flight physicals and Class II swim qualifications, as well as maintain a SECRET or higher security clearance.

7. Until 2009, Aircrew personnel were detailed as a Special Program for Sailors to include but not limited to the following source rates: AD, AE, AM, AME, AT, and CS. In 2009, the Aircrew Rating merger occurred making all source rated fixed wing mechanical aircrew personnel AWFs.

8. ACRONYMS SPECIFIC TO THE AW RATE INCLUDE:

2LM	Second Loadmaster
ACTC	Air Combat Training Continuum
ALTC	Air Logistics Training Command
ANI	Assistant NATOPS instructor
CC	Crew Chief
CDI	Collateral Duty Inspector
CDQAR	Collateral Duty Quality Assurance Representative
EAWS	Enlisted Aviation Warfare Specialist
FE	Flight Engineer
FRS	Fleet Replacement Squadron
FSQAR	Full System Quality Assurance Representative
IUT	Instructor Under Training
LM	Loadmaster
MSCPO	Maintenance Senior Chief
NACCS	Naval Aircrew Candidate School
NASC	Naval Aviation Schools Command – Pensacola
NATOPS	Naval Aviation Training Operations Procedures and Standardization
NAWS	Naval Aircrew Warfare Specialist
NE	NATOPS evaluator
NI	NATOPS instructor
NRPDC	Navy Reserve Professional Development Center – New Orleans
NSWG	Naval Special Warfare Group (SEAL Team 17/SEAL Team 18)
QAR	Quality Assurance Representative
QAS	Quality Assurance Supervisor
SEA	Senior Enlisted Academy
SEL	Senior Enlisted Leader
SERE	Survival, Evasion, Resistance, Escape
SFF	Safe for Flight
UAS	Unmanned Aircraft Systems

9. AWFs shall be qualified as a Naval Aircrew Warfare Specialist (NAC) and should be designated as an Enlisted Aviation Warfare Specialist (AW) or any other warfare designator based upon type of assignment.

10. NECs held by AWFs: 700A: Unmanned Aerial Vehicle (UAV) External Pilot
701A: Unmanned Aerial Vehicle (UAV) Internal Pilot
724B: Aviation Maintenance Material Control Master Chief ¹
776A: Naval Aircrewman (Special Assignment) ³
777A: Weapons and Tactic Instructor
778A: C-20/C-37/C-40A Second Loadmaster
805A: Master Training Specialist
812A: Professional Development Instructor
G16A: C-40A Crew Chief
G20A: E-6B Flight Engineer ²
G22A: C-20/C-37 Crew Chief
G25A: C-130 Flight Engineer
G28A: C-2 Transport Aircrewman
G30A: MQ-8B/C Mission Payload Operator (MPO)
G31A: MQ-8B/C Air Vehicle Operator (AVO)
G35A: CMV-22 Transport Aircrewman



AWF CAREER PATH SELECTED RESERVE (SELRES)

G50A: C-130 Flight Mechanic
G51A: C-130 Second Loadmaster
G53A: C-130 Loadmaster
G54A: E-6B REEL System Operator ²
G57A: C-12/C-26 Transport Aircrewman
G60A: P-3 Flight Engineer
G63A: C-20/C-40A Loadmaster

NEC Notes:

(1) The AWF "Source Rating" is limited to the FTS/SELRES community members who have previously earned the NEC code prior to 1 October 2008 ONLY. This NEC code is not authorized for NEW assignment to AWF members who did not previously earn the NEC code prior to 1 October 2008.

(2) NEC not applicable to SELRES billets – NEC may be previously earned on Active Component and carried over to Reserve Component affiliation.

(3) Personnel assigned to this DNEC are assigned to BUPERS designated special billets with joint services, foreign services and special assignments where USN coding is not applicable. Naval aircrewmen assigned to these billets (ie. SEAL Team, UAV, UAS) cannot earn aircrew designation (NAC).

Considerations for advancement from E6 to E7

1. Sea Assignments (all)

- Shall be Naval Aircrew Warfare Specialist (NAC) Qualified
- Should be Enlisted Aviation Warfare Specialist qualified (EAWS)
- If assigned to a squadron, shall hold qualifications in aircraft (ie. Crew Chief, Flight Engineer, Loadmaster) and maintain currency and flight hours
- If attached to a SEAL Team billet, shall be qualified as UAS Operator
- Qualified as a NATOPS Instructor or Evaluator in assigned seat position
- Strong consideration for AWFs with maintenance related experience (ie. SFF, FSQAR, CDQAR)
- Should be assigned as Leading Petty Officer (LPO) of Operations, Maintenance Control, NATOPS, Quality Assurance, Training or a Maintenance Work Center
- Command Collateral duties with documented impact to command mission, retention and morale.
- First Class Petty Officer Association (FCPOA) with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- SAILOR 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions.

2. Shore Assignments (all). There are limited shore billets for AWFs however if an aircrew Sailor is assigned to a NOSC and Cross Assigned into a Squadron or SEAL Team they should hold or maintain the following:

- Shall be Naval Aircrew Warfare Specialist (NAC) Qualified
- If assigned to a squadron, shall hold qualifications in aircraft (ie. Crew Chief, Flight Engineer, Loadmaster) and maintain currency and flight hours
- If attached to a SEAL Team billet, shall be qualified as UAS Operator
- Should show active support to Training UIC assigned
- Should be assigned as Leading Petty Officer (LPO)
- Command Collateral duties with documented impact to command mission, retention and morale.
- FCPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- SAILOR 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- If assigned instructor duty, should be designated 805A NEC and qualified Master Training Specialist (MTS).

Considerations for advancement from E7 to E8

1. Sea Assignments (all)

- Shall be Naval Aircrew Warfare Specialist (NAC) Qualified
- Should be Enlisted Aviation Warfare Specialist qualified (EAWS)



AWF CAREER PATH SELECTED RESERVE (SELRES)

- If assigned to a squadron, shall hold positional qualifications in aircraft (ie. Crew Chief, Flight Engineer, Loadmaster) and maintain currency and flight hours
- If assigned to SEAL Team billet, shall be qualified as UAS Operator
- Qualified as a NATOPS Instructor in assigned seat position
- Strong consideration for AWFs with maintenance related experience (ie. SFF, FSQAR, CDQAR)
- Should be assigned as Leading Chief Petty Officer (LCPO) of Operations, Maintenance Control, NATOPS, Quality Assurance, Training or a Maintenance Division Chief
- Command Collateral Duty with documented impact to command mission, retention and morale
- Chief Petty Officer Association (CPOA) with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- SAILOR 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions.

2. Shore Assignments (all)

There are limited shore billets for AWFC however if an aircrew Sailor is assigned to a NOSC and Cross Assigned In to a Squadron or SEAL Team they should hold or maintain the following:

- Shall be Naval Aircrew Warfare Specialist (NAC) Qualified
- If assigned to a squadron, shall hold qualifications in aircraft (ie. Crew Chief, Flight Engineer, Loadmaster) and maintain currency and flight hours
- Should show active support to Training UIC assigned
- Should be assigned as Leading Chief Petty Officer (LCPO)
- Command Collateral Duty with documented impact to command mission, retention and morale
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- SAILOR 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- If assigned at instructor duty, should be designated 805A NEC and qualified Master Training Specialist (MTS).

Considerations for advancement from E8 to E9

Selected Reserve (SELRES) Naval Aircrew ratings are compressed at the Master Chief level and Senior Chief Petty Officers will compete amongst qualified candidates in the AWF, AWO, AWR, and AWS ratings for advancement to AWCN.

1. Sea Assignments (all)

- Shall be Naval Aircrew Warfare Specialist (NAC) qualified
- Shall be Enlisted Aviation Warfare Specialist (EAWS) qualified
- Senior Enlisted Academy or other service equivalent (required)
- If assigned to a squadron, shall hold positional qualifications in aircraft – Crew Chief, Flight Engineer, Loadmaster, Sensor 1, Sensor 3, AAW, EWO, MPO, Search and Rescue Swimmer and maintain currency and flight hours.
- If assigned to VUP or SEAL Team billet, qualified as UAS Operator (AVO/MPO)
- If assigned to a TOC/MTOC as an AWR/AWO, shall be Watch Officer qualified.
- Excelling in leadership position as Senior Enlisted Leader (SEL) or Department Leading Chief Petty Officer (LCPO) with documented leadership in development of subordinates to further command mission and vision.
- Strong consideration for AWFs with maintenance related experience (ie. SFF, FSQAR, CDQAR)
- Strong consideration for AWO/S/Rs Squadron Weapons Tactics Instructors (SWTI/WTI)
- Strong consideration for AWO/S/Rs with documented utilization of advanced quals (ie. NATOPS Instructor/Evaluator, Fleet Replacement Squadron (FRS) Instructor, Fleet Instructor Under Training (FIUT) Instructor, Positional Instructor (ACTC Level 400), and Weapons and Tactics Instructor (WTI/ACTC Level 500).
- Strong consideration for significant contributions to improvements within their rating to include PQS development and conference member, NATOPS development and conference member, TACTIP involvement,



AWF CAREER PATH SELECTED RESERVE (SELRES)

Training Requirements Review (TRR) member, Initial Accession Training pipeline improvements, SEASOAG member, and Rating/Platform advisory, task, and working groups as these efforts contribute significantly to the enhancement of the combat effectiveness.

- Command Collateral Duty with documented impact to command mission, retention and morale
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- SAILOR 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions

2. Shore Assignments (all).

- Shall be Naval Aircrew Warfare Specialist (NAC) qualified
- Shall be Enlisted Aviation Warfare Specialist qualified (EAWS)
- Senior Enlisted Academy or other service equivalent (Required)
- If assigned to a squadron, shall hold positional qualifications in aircraft – Crew Chief, Flight Engineer, Loadmaster, Sensor Station 1, Sensor Station 3, or Search and Rescue Swimmer and maintain aircrew currency and flight hours
- If assigned to a TOC/MTOC as an AWR/AWO, should be Tactical/Mobile Watch Officer qualified.
- Excelling in leadership position as Senior Enlisted Leader (SEL) or Department Leading Chief Petty Officer (LCPO) with documented leadership in development of subordinates to further command mission and vision.
- Strong consideration for AWFs with maintenance related experience (ie. SFF, FSQAR, CDQAR)
- Strong consideration for AWO/S/Rs Squadron Weapons Tactics Instructors (SWTI/WTI)
- Strong consideration for AWO/S/Rs with documented utilization of advanced quals (ie. NATOPS Instructor/Evaluator, Fleet Replacement Squadron (FRS) Instructor, Fleet Instructor Under Training (FIUT) Instructor, Positional Instructor (ACTC Level 400), and Weapons and Tactics Instructor (WTI/ACTC Level 500).
- Strong consideration for significant contributions to improvements within their rating to include PQS development and conference member, NATOPS development and conference member, TACTIP involvement, Training Requirements Review (TRR) member, Initial Accession Training pipeline improvements, SEASOAG member, and Rating/Platform advisory, task, and working groups as these efforts contribute significantly to the enhancement of the combat effectiveness.
- Command Collateral Duty with documented impact to command mission, retention and
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- SAILOR 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions.



Naval Aircrewmembers - Mechanical Occupational and Readiness Standards (OaRS) to E4 NAVEDTRA 44014

NAME: _____

These Occupational and Readiness Standards (OaRS) may be used to validate minimum competencies for performing various rating-specific tasks in paygrade E4 in this rating. OaRS is based on the Occupational Standards (OCCSTDs) for the rating/paygrade. An E4 should possess the minimum competencies of their rating/paygrade, whereby OaRS may provide benefits as a tool to train towards and track those competencies achieved.

OaRS does not address ship/unit/system specific standards, which may be covered within Personnel Qualification Standards (PQS), Job Qualification Requirements (JQR), or local training/qualification programs. OaRS addresses the overall rating at the E4 level, not the Sailor's position, billet, or duty assignment.

Generally, each OaRS task area encompasses one or more occupational standards on the same or similar subjects and is written in on-the-job rating language. Completion indicates the Sailor can perform the tasks or can articulate knowledge of the tasks. If circumstances exist that limits a Sailor's ability to effectively demonstrate any OaRS task element due to equipment configuration, mission, or operational status, the Sailor can seek training or understanding from his/her peers, leadership, or refer to technical manuals.

OaRS completion is voluntary and is not designed to replace other qualification programs (e.g. PQS, JQR). OaRS items that duplicate "sign off" items in these types of programs can be signed off if they have already been signed off under any of these types of programs.

Task signatures are completed between the Sailor and the Sailor's supervisor, Leading Petty Officer (LPO) or E5 or above designee. Task sections are signed off by the Division Leading Chief or designee. Endorsement of completion of all OaRS tasks/sections are validated by the Division Officer, Department LCPO, Department Head, and Command Career Counselor (CCC).

AIRCRAFT SYSTEM OPERATIONS

Task Objective	** Supv Init	Date
Conduct aircraft system testing		
Maintain aircraft fuel load balance		
Maintain aircraft pressurization		
Maintain environmental control systems		
Monitor aircraft electrical systems		
Operate aircraft hydraulic systems		
Operate aircraft pneumatic systems		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

AIRCREW DUTIES

Task Objective	** Supv Init	Date
Brief passengers on safety procedures		
Calculate fuel requirements		
Compute aircraft load limitations		
Compute aircraft Weight and Balances (W&B)		
Compute take off, landing, and in-flight performance		
Configure aircraft for cargo operations		
Inspect aircraft and personal survival equipment		
Inspect small arms		
Operate Auxiliary Power Units (APU)		
Operate emergency equipment		
Operate radios and Internal Communication Systems (ICS)		
Operate small arms		
Perform aircraft emergency procedures		
Perform in-flight status system checks		
Perform pre- and post-flight aircraft inspections		
Restrain cargo and equipment		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

MAINTENANCE ADMINISTRATION

Task Objective	** Supv Init	Date
Document aircraft discrepancies		
Document aircraft maintenance		
Process maintenance actions with Optimized Organizational Maintenance Activity Naval Aviation Logistics Command Managed Information System (OOMA NALCOMIS)		
Review monthly maintenance plans		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

MAINTENANCE SUPPORT

Task Objective	** Supv Init	Date
Inspect aircraft and aircraft components for corrosion		
Inventory tools		
Maintain aircraft flight databases		
Maintain aircraft hydraulic systems		
Maintain aircraft ice control systems		
Maintain automatic flight control systems		
Maintain environmental systems		
Maintain flight control systems		
Maintain landing gear assemblies		
Maintain navigation systems		
Maintain pneumatic systems		
Maintain pressurization systems		
Operate Support Equipment (SE)		
Perform aircraft conditional inspections		
Perform aircraft daily inspections		
Perform aircraft ground handling operations		
Perform aircraft servicing procedures		
Perform aircraft special inspections		
Perform aircraft turnaround inspections		
Perform corrosion prevention procedures		
Perform preservation and depreservation procedures		
Perform Support Equipment (SE) inspections (daily, preoperational, etc.)		
Supervise aircraft towing and pushback operations		
Treat aircraft corrosion		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

OPERATIONS AND LOGISTICS

Task Objective	** Supv Init	Date
Coordinate flight packet requirements		
Document logistics flight records		
Perform aircrew mission briefs		
Perform flight and mission planning		
Perform pre- and post-deployment procedures		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

COMMAND ENDORSEMENT

Command signatures signify the meeting of the minimum competencies for those in paygrade E-4 in this rating.
Signature level at discretion of command.

DIVISION OFFICER:

DEPARTMENT LCPO:

DEPARTMENT HEAD:

COMMAND CAREER COUNSELOR:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

Command Comments – Command Use Only:

Enlisted Community Manager Comments:

Once an individual Sailor's Occupational and Readiness Standards (OaRS) have been completed and endorsed by the Command Career Counselor (CCC), documentation of completed OaRS by the Command Pay and Personnel Administrator (CPPA), Training Officer, or other authorized command representative will be via Navy Standard Integrated Personnel System (NSIPS) within the Personnel Qualifications section, or Advanced Skills Management (ASM) within the Qual/Cert Records tab. Entries will generate an Enlisted Service Record (ESR) and Electronic Training Jacket (ETJ) entry. These entries provide Sailors with electronic documentation of OaRS completion as well as Command and Navy stakeholders ability to monitor the execution of OaRS.



Naval Aircrewmembers - Mechanical Airman Apprentice to Airman

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Naval Aircrewman Candidate School (802A) ¹	806E	C-050-1500	18 days	
AWF A-1 School ¹	06H1	C-050-2011	47 days	
Survival, Evasion Resistance, and Escape ¹	Various	A-2D-4635	12 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
NMT ¹	982W	A-500-1000	2 Days	
PFM ¹	636N	A-950-0080	2 Days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
G51A - C-130 Second Loadmaster ²	653Z	R-050-0402	12 Days	
G53A - C-130 Loadmaster ²	654A	R-050-0401	26 Days	
G57A - C-12/C-26 Transport Aircrewman ¹	165N	D-050-0012	5 Days	
G57A - C-12/C-26 Transport Aircrewman ¹	974R	D-050-0016	5 Days	
G63A - C-40/C-20 Loadmaster ²	765H	R-553-3000	12 days	
778A - C-40A Second Loadmaster ²	N/A			
G35A - CMV-22 Tiltrotor Fleet Replacement Aircrew Category I ¹	NC, Jacksonville	D-050-2200	141 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

JOB DESCRIPTION

Aircrewmen Mechanical (AWF) are members of a fixed wing integrated tactical crew aboard the C-2, CMV-22, C-12, C-20, C-37, C-40, C-130, E-6, and P-3. Perform primary in-flight and ground duties as aircraft Flight Engineer/Crew Chief, Loadmaster, Reel Operator, and Aircrews Readiness Manager. Perform aircraft maintenance, weight and balance calculations and aircraft systems rigging. In addition, they perform Aircrew administration, Flight/Ground training, cargo movement, medical evacuations (MEDEVAC), passenger transport, small arms and Joint Special Warfare operations. Perform aircrew duties that contribute directly to operations for the purposes of attaining and maintaining the squadron's aircrew qualifications and certifications. Personnel are knowledgeable of all aircraft systems, passenger and cargo handling, safety procedures and equipment, federal and military regulations for passenger transport, emergency procedures and aircraft equipment. The Air Warfare Systems Engineer's must have a final secret security clearance and be eligible to obtain higher security clearance as required.

RECOMMENDED BILLET ASSIGNMENTS

C-40A Second Loadmaster- Performs in-flight duties as a loadmaster assistant. Personnel are knowledgeable of aircraft systems, passenger handling, safety procedures and equipment, federal and military regulation for passenger transport, emergency procedures and aircraft equipment.

C-40A/C-20 Loadmaster- Performs in-flight duties as a Loadmaster in the C-40A aircraft. Performs and supervises the loading, rigging, and weight and balance calculations for internal cargo, as well as Passenger loading and off-loading. Is knowledgeable of aircraft systems, HAZMAT regulations, aircraft flight procedures and in-flight emergency procedures.

C-130 Second Loadmaster - Performs in-flight duties as a loadmaster assistant. Performs maintenance, rigging, and in-flight functions of internal cargo handling for C-130 aircraft. Personnel are knowledgeable of aircraft systems, passenger handling, safety procedures and equipment, federal and military regulation for passenger transport, emergency procedures and aircraft equipment (NEC is for Selected Reserve personnel only).

C-130 Loadmaster - Performs in-flight duties as a Loadmaster in the C-130 aircraft. Performs and supervises the loading, rigging, and weight and balance calculations for internal cargo on C-130 aircraft. Is knowledgeable of aircraft systems, aircraft flight procedures and in-flight emergency procedures (NEC is for Selected Reserve personnel only).

C-12/C-26 Transport Aircrewman - Performs in-flight and on ground duties as a Loadmaster in UC-12 and UC-26 aircraft. Performs and supervises loading of passengers and cargo, weight and balance, and in-flight functions of internal passenger and cargo handling, and hazardous material for UC-12 and UC-26 aircraft. Possesses knowledge of aircraft systems, emergency procedures and flight equipment.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS): <input type="text"/>		Date of Initial Entry Reserve Forces (DIERF): <input type="text"/>	
Pay Entry Base Date (PEBD): <input type="text"/>			
ADSD: <input type="text"/>	Report Date: <input type="text"/>	EAOS/EOS: <input type="text"/>	PRD: <input type="text"/> SEA / SHORE: <input type="text"/> / <input type="text"/>
PAYGRADE E1/E2 (9 months time in service required for advancement to E2 and E3)			
PAYGRADE E3 (6 months time in service required to be eligible for advancement to E4)			
Date Advanced: <input type="text"/>	Eligible Advancement Date: <input type="text"/>	Number of times up: <input type="text"/>	
HYT Date: <input type="text"/>	Security Clearance Level: <input type="text"/>	Date Last updated: <input type="text"/>	
Command INDOC complete: <input type="text"/>			

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

Professional Apprenticeship Career Track (PACT) only:

6 Month: 12 Month: 18 Month:

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Seaman to Admiral 21 (STA-21): Medical Enlisted Commissioning Program (MECP):

Naval Academy: Naval Academy Preparatory School (NAPS):

Officer Candidate School:

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Naval Aircrew Warfare Specialist (Primary)		
Aviation Warfare Specialist (Secondary)		
Surface Warfare Specialist (Tertiary when avail)		
Expeditionary Warfare (Secondary)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the AWF-Naval Aircrewmen Mechanical rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	ASTM International	NCATT Foreign Object Elimination (FOE)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Federal Aviation Administration (FAA)	Flight Engineer	
E7	Federal Aviation Administration (FAA)	Mechanic (Airframe & Powerplant)	
E4	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	
E4	SpaceTEC	Certified Aerospace Technician Core	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the AWF-Naval Aircrewmen Mechanical rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.osd.mil/index.htm>.

Apprenticeship	Date Completed
Airframe & Powerplant Mechanic	
Computer Operator	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the AWF-Naval Aircrewmen Mechanical Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Aircraft Cargo Handling Supervisors
Aircraft Mechanics and Service Technicians
Aircraft Structure, Surfaces, Rigging, and Systems Assemblers
Airfield Operations Specialists
Airline Pilots, Copilots, and Flight Engineers
Aviation Inspectors
Emergency Management Directors
First-Line Supervisors of Mechanics, Installers, and Repairers
Fitness and Wellness Coordinators
Flight Attendants
Instructional Coordinators
Training and Development Managers
Training and Development Specialists
Occupation (Federal Employer)
2181 - Aircraft Operation Series
2185 - Aircrew Technician Series
8852 - Aircraft Mechanic
8862 - Aircraft Attending

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):

Bonus:

Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):

Bonus:

Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECCall.aspx>.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-rate, Willing to Convert
 - Convert only
 - AC to AC or FTS to FTS
 - RC to AC/FTS
 - RC to RC
 - AC/FTS to CIP (Intermission)
 - AC/FTS to Tour w/ Industry
 - SELRES option
 - Canvasser Recruiter
 - Intend to separate
 - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint [REDACTED]	Career Waypoint [REDACTED]	Career Waypoint [REDACTED]	Accept Orders [REDACTED]	Screening [REDACTED]
Exception Family Member [REDACTED]	Exception Family Member [REDACTED]	Medical/Dental [REDACTED]	Reverse Sponsor [REDACTED]	Obligate [REDACTED]
MNA [REDACTED]	MNA [REDACTED]	MNA [REDACTED]	Relocation (FFSC) [REDACTED]	Bonus [REDACTED]
Mil to Mil [REDACTED]	Eval [REDACTED]	SRB [REDACTED]	SRB [REDACTED]	
Family Care Plan [REDACTED]				
Continuous Overseas Tours (COT) [REDACTED]				
Overseas Tour Extension Incentive Program (OTEIP) [REDACTED]				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [REDACTED] (verify account access)	MNA [REDACTED] (extend in current field)	MNA [REDACTED] (apply for billets)	MNA [REDACTED] (apply for billets)	Sign Eval [REDACTED]
Family Care Plan [REDACTED]		Start Eval [REDACTED]		
Mil to Mil [REDACTED]		Reverse Sponsor [REDACTED]		
		Incentives/EOS opportunities [REDACTED]		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [REDACTED]	MED/DEN [REDACTED]	Copy of Records [REDACTED]	Copy of Records [REDACTED]
Complete DD 2648 [REDACTED]	Relocation [REDACTED]	Official Record CD [REDACTED]	PSD [REDACTED]
Transition Planning [REDACTED]	Relocation Services (FFSC) [REDACTED]	Arrange Ceremony [REDACTED]	MED/DEN [REDACTED]
Annual Statement of Service History (ASOSH) [REDACTED] Reserve Only	Reserve Affiliation [REDACTED]	Request Leave / PTDY [REDACTED]	DD 214* [REDACTED]
	VA/DVA [REDACTED]		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

List date (if) any PRT/BCA failure(s) over the last 5 years /

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E1/E2/E3)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E1/E2/E3 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course ⁵	Water front/ Flightline/ Various ⁴	NELD-03	2.5 days	
Navy Military Training (Life Skills) (Pre-A School Delivery only) ⁶	Command Delivered	A-500-1000	2 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E4	Navy e-Learning	NETCPDC-PMK-EE-E4-1.0		
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

5 - Available for paygrades E3 and E4

6 - Required for delivery in "A" School for all ratings

E1/E2/E3 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

E1/E2/E3 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Military Requirements (NAVEDTRA 14325) (EDITION 1/1/2002)		NAVEDTRA 14325		
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E1/E2/E3 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRFC-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):

https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E1/E2/E3 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
BUPERSINST 1326.4, Administration of Enlisted Flight Orders, Career Enlisted Flyer Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP) for Aerial Flight				
COMNAVAIRFORINST 4790.2A, Naval Aviation Maintenance Program (NAMP)				
JOINT PUB 3-50, Personnel Recover				
NAVAIR 00-80T-101, NAVAIR 00-80T-101 NATOPS Survival Manual				
NAVAIR 00-80T-113, Aircraft Signals NATOPS Manual				
NAVAIR 00-80T-96, U.S. Navy Support Equipment Common Basic Handling & Safety Manual				
NAVAIR 01-1A-20, Organizational, Intermediate and Depot Maintenance Aviation Hose and Tube Manual				
NAVAIR 01-1A-509-1, Cleaning and Corrosion Control, Volume I, Corrosion Program and Corrosion Theory				
NAVAIR 01-1A-509-2, Cleaning and Corrosion, Volume II, Aircraft				
NAVAIR 01-1B-50, USN Aircraft Weight and Balance Control				
NAVAIR 13-1-6.5, Aviation-Crew Systems Rescue and Survival Equipment				
NAVAIR 15-01-500, Organizational, Intermediate and Depot Maintenance Preservation of Naval Aircraft				
NAVEDTRA 14008, Aviation Machinist's Mate 3 & 2				
NAVEDTRA 14009, Aviation Electrician's Mate 3 & 2				
NAVEDTRA 14014, Airman	MNP	NRTC-NAVEDTRA-14014A-AM-1.0		
NAVEDTRA 14022, Aviation Maintenance Ratings	MNP	NRTC-NAVEDTRA-14022-AMR-1.0		
NAVEDTRA 14217, Aircrew Survival Equipmentman 1 & C				
NAVEDTRA 14256, Tools and Their Uses; Chap 16				
NAVEDTRA 14315, Aviation Structural Mechanic				
OPNAVINST 1542.7, Crew Resource Management Program				
CNAF M-3710.7, NATOPS General Flight and Operating Instructions				
OPNAVINST 5100.23, Navy Safety and Occupational Health (SOH) Program Manual				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E1/E2/E3 RECOMMENDED COMMUNITY READING

Title	Completed
The Age of Orion - The Lockheed P-3 Story <i>by David Reade</i>	
Adak - The rescue of Alfa Foxtrot 586 <i>by Andrew C. A. Jampoler</i>	
My Life as a Spy <i>by John A. Walker</i>	
The Hunt For Red October <i>by Tom Clancy</i>	
Stalking the Red Bear - The True Story of a U.S. Cold War Submarine's Covert Operations Against the Soviet Union <i>by Peter Sasgen</i>	
Stealth Boat - Fighting The Cold War in a Fast Attack Submarine <i>by Gannon McHale</i>	
Blind Man's Bluff: The Untold Story of American Submarine Espionage <i>by Sherry Sontag and Christopher Drew</i>	
Thirteen Days - A Memoir of the Cuban Missile Crisis <i>by Robert F. Kennedy</i>	
Janes - Fighting Ships	
Janes - Marine Propulsion	
Janes - All of the World's Aircraft	
Janes - Underwater Warfare Systems	



Naval Aircrewmens - Mechanical Petty Officer Third Class (Apprentice/Journeyman)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Naval Aircrewman Candidate School (802A) ¹	806E	C-050-1500	18 days	
AWF A-1 School ¹	06H1	C-050-2011	47 days	
Survival, Evasion Resistance, and Escape ¹	Various	A-2D-4635	12 days	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
NMT ¹	982W	A-500-1000	2 Days	
PFM ¹	636N	A-950-0080	2 Days	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
G51A - C-130 Second Loadmaster ²	653Z	R-050-0402	12 Days	
G53A - C-130 Loadmaster ²	654A	R-050-0401	26 Days	
G54A - E-6B REEL System Operator ¹	336W	E-050-0412	127 Days	
G57A - C-12/C-26 Transport Aircrewman ¹	165N	D-050-0012	5 Days	
G57A - C-12/C-26 Transport Aircrewman ¹	974R	D-050-0016	5 Days	
G60A - P-3 Flight Engineer ¹	002X	D-050-1010	260 Days	
G63A - C-40/C-20 Loadmaster ²	765H	R-553-3000	12 days	
G28A - C-2 Transport Aircrewman ¹	595G	D-050-2302 (P/L)	156 Days	
G28A - C-2 Transport Aircrewman ¹	595H	D-050-2303 (P/L)	152 Days	
778A - C-40A Second Loadmaster ²	N/A			
G35A - CMV-22 Tiltrotor Fleet Replacement Aircrew Category I ¹	NC, Jacksonville	D-050-2200	141 days	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

² - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

JOB DESCRIPTION

Aircrewmembers Mechanical (AWF) are members of a fixed wing integrated tactical crew aboard the C-2, CMV-22, C-12, C-20, C-37, C-40, C-130, E-6, and P-3. Perform primary in-flight and ground duties as aircraft Flight Engineer/Crew Chief, Loadmaster, Reel Operator, and Aircrews Readiness Manager. Perform aircraft maintenance, weight and balance calculations and aircraft systems rigging. In addition, they perform Aircrew administration, Flight/Ground training, cargo movement, medical evacuations (MEDEVAC), passenger transport, small arms and Joint Special Warfare operations. Perform aircrew duties that contribute directly to operations for the purposes of attaining and maintaining the squadron's aircrew qualifications and certifications. Personnel are knowledgeable of all aircraft systems, passenger and cargo handling, safety procedures and equipment, federal and military regulations for passenger transport, emergency procedures and aircraft equipment. The Air Warfare Systems Engineer's must have a final secret security clearance and be eligible to obtain higher security clearance as required.

RECOMMENDED BILLET ASSIGNMENTS

C-40A Second Loadmaster- Performs in-flight duties as a loadmaster assistant. Personnel are knowledgeable of aircraft systems, passenger handling, safety procedures and equipment, federal and military regulation for passenger transport, emergency procedures and aircraft equipment.

C-40A/C-20 Loadmaster- Performs in-flight duties as a Loadmaster in the C-40A aircraft. Performs and supervises the loading, rigging, and weight and balance calculations for internal cargo, as well as Passenger loading and off loading. Is knowledgeable of aircraft systems, HAZMAT regulations, aircraft flight procedures and in-flight emergency procedures.

C-130 Second Loadmaster - Performs in-flight duties as a loadmaster assistant. Performs maintenance, rigging, and in-flight functions of internal cargo handling for C-130 aircraft. Personnel are knowledgeable of aircraft systems, passenger handling, safety procedures and equipment, federal and military regulation for passenger transport, emergency procedures and aircraft equipment (NEC is for Selected Reserve personnel only).

C-130 Loadmaster - Performs in-flight duties as a Loadmaster in the C-130 aircraft. Performs and supervises the loading, rigging, and weight and balance calculations for internal cargo on C-130 aircraft. Is knowledgeable of aircraft systems, aircraft flight procedures and in-flight emergency procedures (NEC is for Selected Reserve personnel only).

E-6B REEL System Operator - Performs in-flight operation of the E-6B dual trailing wire antenna system.

C-12/C-26 Transport Aircrewman - Performs in-flight and on ground duties as a Loadmaster in UC-12 and UC-26 aircraft. Performs and supervises loading of passengers and cargo, weight and balance, and in-flight functions of internal passenger and cargo handling, and hazardous material for UC-12 and UC-26 aircraft. Possesses knowledge of aircraft systems, emergency procedures and flight equipment.

P-3 Flight Engineer - Performs in-flight duties as a P-3 flight engineer. Is knowledgeable of all aircraft systems, emergency procedures and flight equipment.

Loadmaster - Performs in-flight duties as a Loadmaster in C-9, C-20, and C-40A aircraft. Performs and supervises loading, rigging, weight and balance, and in-flight functions of internal cargo handling and hazardous material for fixed wing aircraft. Is knowledgeable of aircraft systems, emergency procedures and flight equipment.

C-2/CMV-22 Transport Aircrewman - Performs in-flight duties as a transport aircrewman on C-2 and CMV-22 aircraft. Performs and supervises inspections, maintenance, loading, rigging, internal cargo handling and weight and balance. Is knowledgeable of aircraft systems, emergency procedures and flight equipment.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS): <input type="text"/>		Date of Initial Entry Reserve Forces (DIERF): <input type="text"/>	
Pay Entry Base Date (PEBD): <input type="text"/>			
ADSD: <input type="text"/>	Report Date: <input type="text"/>	EAOS/EOS: <input type="text"/>	PRD: <input type="text"/> SEA / SHORE: <input type="text"/> / <input type="text"/>
PAYGRADE E4 (1 year time in service required to be eligible for advancement to E5)			
Date Advanced: <input type="text"/>	Eligible Advancement Date: <input type="text"/>	Number of times up: <input type="text"/>	
HYT Date: <input type="text"/>	Security Clearance Level: <input type="text"/>	Date Last updated: <input type="text"/>	
Command INDOC complete: <input type="text"/>			

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E4) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Seaman to Admiral 21 (STA-21): Medical Enlisted Commissioning Program (MECP):

Naval Academy: Naval Academy Preparatory School (NAPS):

Officer Candidate School:

RECORD REVIEW CHECKLIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "*ODC, OSR, PSR, ESR*" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at <https://nsips.nmci.navy.mil> or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to <https://awards.navy.mil/> to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Naval Aircrew Warfare Specialist (Primary)		
Aviation Warfare Specialist (Secondary)		
Surface Warfare Specialist (Tertiary when avail)		
Expeditionary Warfare (Secondary)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the AWF-Naval Aircrewmen Mechanical rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	ASTM International	NCATT Foreign Object Elimination (FOE)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Federal Aviation Administration (FAA)	Flight Engineer	
E7	Federal Aviation Administration (FAA)	Mechanic (Airframe & Powerplant)	
E4	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	
E4	SpaceTEC	Certified Aerospace Technician Core	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the AWF-Naval Aircrewmen Mechanical rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.osd.mil/index.htm>.

Apprenticeship	Date Completed
Airframe & Powerplant Mechanic	
Computer Operator	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the AWF-Naval Aircrewmen Mechanical Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Aircraft Cargo Handling Supervisors
Aircraft Mechanics and Service Technicians
Aircraft Structure, Surfaces, Rigging, and Systems Assemblers
Airfield Operations Specialists
Airline Pilots, Copilots, and Flight Engineers
Aviation Inspectors
Emergency Management Directors
First-Line Supervisors of Mechanics, Installers, and Repairers
Fitness and Wellness Coordinators
Flight Attendants
Instructional Coordinators
Training and Development Managers
Training and Development Specialists
Occupation (Federal Employer)
2181 - Aircraft Operation Series
2185 - Aircrew Technician Series
8852 - Aircraft Mechanic
8862 - Aircraft Attending

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx>.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-rate, Willing to Convert
 - Convert only
 - AC to AC or FTS to FTS
 - RC to AC/FTS
 - RC to RC
 - AC/FTS to CIP (Intermission)
 - AC/FTS to Tour w/ Industry
 - SELRES option
 - Canvasser Recruiter
 - Intend to separate
 - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint [REDACTED]	Career Waypoint [REDACTED]	Career Waypoint [REDACTED]	Accept Orders [REDACTED]	Screening [REDACTED]
Exception Family Member [REDACTED]	Exception Family Member [REDACTED]	Medical/Dental [REDACTED]	Reverse Sponsor [REDACTED]	Obligate [REDACTED]
MNA [REDACTED]	MNA [REDACTED]	MNA [REDACTED]	Relocation (FFSC) [REDACTED]	Bonus [REDACTED]
Mil to Mil [REDACTED]	Eval [REDACTED]	SRB [REDACTED]	SRB [REDACTED]	
Family Care Plan [REDACTED]				
Continuous Overseas Tours (COT) [REDACTED]				
Overseas Tour Extension Incentive Program (OTEIP) [REDACTED]				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [REDACTED] (verify account access)	MNA [REDACTED] (extend in current field)	MNA [REDACTED] (apply for billets)	MNA [REDACTED] (apply for billets)	Sign Eval [REDACTED]
Family Care Plan [REDACTED]		Start Eval [REDACTED]		
Mil to Mil [REDACTED]		Reverse Sponsor [REDACTED]		
		Incentives/EOS opportunities [REDACTED]		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [REDACTED]	MED/DEN [REDACTED]	Copy of Records [REDACTED]	Copy of Records [REDACTED]
Complete DD 2648 [REDACTED]	Relocation [REDACTED]	Official Record CD [REDACTED]	PSD [REDACTED]
Transition Planning [REDACTED]	Relocation Services (FFSC) [REDACTED]	Arrange Ceremony [REDACTED]	MED/DEN [REDACTED]
Annual Statement of Service History (ASOSH) [REDACTED] Reserve Only	Reserve Affiliation [REDACTED]	Request Leave / PTDY [REDACTED]	DD 214* [REDACTED]
	VA/DVA [REDACTED]		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

List date (if) any PRT/BCA failure(s) over the last 5 years /

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E4)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

**** Various degree options are available in the Advanced Education section. ****

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E4 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course ⁵	Water front/ Flightline/ Various ⁴	NELD-03	2.5 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E5	Navy e-Learning	NETCPDC-PMK-EE-E5-1.0		
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

5 - Available for paygrades E3 and E4

E4 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

E4 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHC12107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E4 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRFC-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):

https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E4 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
BUPERSINST 1326.4, Administration of Enlisted Flight Orders, Career Enlisted Flyer Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP) for Aerial Flight				
CVIS, Combat Visual Identification System (CVIS) 1998				
JOINT PUB 3-07.2, Anti Terrorism				
JOINT PUB 3-50, Personnel Recover				
NAVAIR 00-80T-101, NAVAIR 00-80T-101 NATOPS Survival Manual				
NAVAIR 01-75PAC-1.1, P-3A/B/C NFO/AIRCREW NFM				
NAVAIR 00-80T-113, Aircraft Signals NATOPS Manual				
SECNAV M-5510.36, Department of the Navy Information Security Program				
SECNAV M-5510.30, Department of the Navy Personnel Security Program				
CNAF M-3710.7, NATOPS General Flight and Operating Instructions				
NTTP 3-22.5-P3, P-3C Tactical Manual Volume I/II				
NTTP 3-22.5-ASW, Anti-Submarine Warfare Tactical Aid				
NAVEDTRA 14328, Aviation Warfare Systems Operator Module 1 - Aircrew Fundamentals				
NAVEDTRA 14190, NEETS, Module 18--Radar Principles				
Naval Institute Guide, Combat Fleets of the World				
NAVAIR 01-75PAI-11-6-75, Inflight Handbook, Non-Acoustic Sensor Station, ASQ-222, 3.1 TMS				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E4 RECOMMENDED COMMUNITY READING

Title	Completed
The Age of Orion - The Lockheed P-3 Story <i>by David Reade</i>	
Adak - The rescue of Alfa Foxtrot 586 <i>by Andrew C. A. Jampoler</i>	
My Life as a Spy <i>by John A. Walker</i>	
The Hunt For Red October <i>by Tom Clancy</i>	
Stalking the Red Bear - The True Story of a U.S. Cold War Submarine's Covert Operations Against the Soviet Union <i>by Peter Sasgen</i>	
Stealth Boat - Fighting The Cold War in a Fast Attack Submarine <i>by Gannon McHale</i>	
Blind Man's Bluff: The Untold Story of American Submarine Espionage <i>by Sherry Sontag and Christopher Drew</i>	
Thirteen Days - A Memoir of the Cuban Missile Crisis <i>by Robert F. Kennedy</i>	
Janes - Fighting Ships	
Janes - Marine Propulsion	
Janes - All of the World's Aircraft	
Janes - Underwater Warfare Systems	



Naval Aircrewmens - Mechanical Petty Officer Second Class (Journeyman)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Naval Aircrewman Candidate School (802A) ¹	806E	C-050-1500	18 days	
AWF A-1 School ¹	06H1	C-050-2011	47 days	
Survival, Evasion Resistance, and Escape ¹	Various	A-2D-4635	12 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
NMT ¹	982W	A-500-1000	2 Days	
PFM ¹	636N	A-950-0080	2 Days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
G51A - C-130 Second Loadmaster ²	653Z	R-050-0402	12 Days	
G16A - C-40A Crew Chief ¹	Commercial	N/A		
G53A - C-130 Loadmaster ²	654A	R-050-0401	26 Days	
G54A - E-6B REEL System Operator ¹	336W	E-050-0412	127 Days	
G20A - E-6B Flight Engineer ¹	958V	E-050-0410 (P/L)	204 Days	
G57A - C-12/C-26 Transport Aircrewman ¹	165N	D-050-0012	5 Days	
G57A - C-12/C-26 Transport Aircrewman ¹	974R	D-050-0016	5 Days	
G22A - C-20/C-37 Crew Chief ¹	Commercial	N/A		
G60A - P-3 Flight Engineer ¹	002X	D-050-1010	260 Days	
G25A - C-130 Flight Engineer ²	04HN	R-050-0555	54 Days	
G25A - C-130 Flight Engineer ²	03WZ	R-050-8223	19 Days	
G63A - C-40/C-20 Loadmaster ²	765H	R-553-3000	12 days	
G28A - C-2 Transport Aircrewman ¹	595G	D-050-2302 (P/L)	156 Days	
G28A - C-2 Transport Aircrewman ¹	595H	D-050-2303 (P/L)	152 Days	
805A - Navy Instructor Training Course (NITC) ¹	Various Locations	A-012-0077	19 days	
778A - C-40A Second Loadmaster ²	N/A			
G35A - CMV-22 Tiltrotor Fleet Replacement Aircrew Category I ¹	NC, Jacksonville	D-050-2200	141 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

JOB DESCRIPTION

Aircrewmembers Mechanical (AWF) are members of a fixed wing integrated tactical crew aboard the C-2, CMV-22, C-12, C-20, C-37, C-40, C-130, E-6, and P-3. Perform primary in-flight and ground duties as aircraft Flight Engineer/Crew Chief, Loadmaster, Reel Operator, and Aircrews Readiness Manager. Perform aircraft maintenance, weight and balance calculations and aircraft systems rigging. In addition, they perform Aircrew administration, Flight/Ground training, cargo movement, medical evacuations (MEDEVAC), passenger transport, small arms and Joint Special Warfare operations. Perform aircrew duties that contribute directly to operations for the purposes of attaining and maintaining the squadron's aircrew qualifications and certifications. Personnel are knowledgeable of all aircraft systems, passenger and cargo handling, safety procedures and equipment, federal and military regulations for passenger transport, emergency procedures and aircraft equipment. The Air Warfare Systems Engineer's must have a final secret security clearance and be eligible to obtain higher security clearance as required.

RECOMMENDED BILLET ASSIGNMENTS

C-130 Second Loadmaster - Performs in-flight duties as a loadmaster assistant. Performs maintenance, rigging, and in-flight functions of internal cargo handling for C-130 aircraft. Personnel are knowledgeable of aircraft systems, passenger handling, safety procedures and equipment, federal and military regulation for passenger transport, emergency procedures and aircraft equipment (NEC is for Selected Reserve personnel only).

C-40A Crew Chief - Performs in-flight duties as a C-40A Crew Chief, knowledgeable of all aircraft systems, emergency procedures and flight equipment (NEC is for Full Time Support/Selected Reserve personnel only).

C-130 Loadmaster - Performs in-flight duties as a Loadmaster in the C-130 aircraft. Performs and supervises the loading, rigging, and weight and balance calculations for internal cargo on C-130 aircraft. Is knowledgeable of aircraft systems, aircraft flight procedures and in-flight emergency procedures (NEC is for Selected Reserve personnel only).

E-6B REEL System Operator - Performs in-flight operation of the E-6B dual trailing wire antenna system.

E-6B Flight Engineer - Performs in-flight duties as an E-6B Flight Engineer.

C-12/C-26 Transport Aircrewman - Performs in-flight and on ground duties as a Loadmaster in UC-12 and UC-26 aircraft. Performs and supervises loading of passengers and cargo, weight and balance, and in-flight functions of internal passenger and cargo handling, and hazardous material for UC-12 and UC-26 aircraft. Possesses knowledge of aircraft systems, emergency procedures and flight equipment.

C-20/C-37 Crew Chief - Performs in-flight and ground duties as a Gulfstream III/IV/V Flight Engineer/Mechanic. Is knowledgeable on all aircraft systems, emergency procedures, and flight equipment (NEC is for Full Time Support/Selected Reserve personnel only).

P-3 Flight Engineer - Performs in-flight duties as a P-3 flight engineer. Is knowledgeable of all aircraft systems, emergency procedures and flight equipment.

C-130 Flight Engineer - Performs in-flight duties as a C-130 flight engineer. Is knowledgeable of all aircraft systems, emergency procedures and flight equipment (NEC is for Selected Reserve personnel only).

C-40A Second Loadmaster - Performs in-flight duties as a loadmaster assistant. Personnel are knowledgeable of aircraft systems, passenger handling, safety procedures and equipment, federal and military regulation for passenger transport, emergency procedures and aircraft equipment.

C-40A/C-20 Loadmaster - Performs in-flight duties as a Loadmaster in the C-40A aircraft. Performs and supervises the loading, rigging, and weight and balance calculations for internal cargo, as well as Passenger loading and off loading. Is knowledgeable of aircraft systems, HAZMAT regulations, aircraft flight procedures and in-flight emergency procedures.

C-2/CMV-22 Transport Aircrewman - Performs in-flight duties as a transport aircrewman on C-2 and CMV-22 aircraft. Performs and supervises inspections, maintenance, loading, rigging, internal cargo handling and weight and balance. Is knowledgeable of aircraft systems, emergency procedures and flight equipment.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS): <input type="text"/>		Date of Initial Entry Reserve Forces (DIERF): <input type="text"/>	
Pay Entry Base Date (PEBD): <input type="text"/>			
ADSD: <input type="text"/>	Report Date: <input type="text"/>	EAOS/EOS: <input type="text"/>	PRD: <input type="text"/> SEA / SHORE: <input type="text"/> / <input type="text"/>
PAYGRADE E5 (3 Years time in service required to be eligible for advancement to E6)			
Date Advanced: <input type="text"/>	Eligible Advancement Date: <input type="text"/>	Number of times up: <input type="text"/>	
HYT Date: <input type="text"/>	Security Clearance Level: <input type="text"/>	Date Last updated: <input type="text"/>	
Command INDOC complete: <input type="text"/>			

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E5) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Naval Academy: Naval Academy Preparatory School (NAPS):

Officer Candidate School: Seaman to Admiral 21 (STA-21):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

RECORD REVIEW CHECKLIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "*ODC, OSR, PSR, ESR*" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at <https://nsips.nmci.navy.mil> or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to <https://awards.navy.mil/> to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Junior Officer of the Deck (JOOD)		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Naval Aircrew Warfare Specialist (Primary)		
Aviation Warfare Specialist (Secondary)		
Surface Warfare Specialist (Tertiary when avail)		
Expeditionary Warfare (Secondary)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the AWF-Naval Aircrewmen Mechanical rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	ASTM International	NCATT Foreign Object Elimination (FOE)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Federal Aviation Administration (FAA)	Flight Engineer	
E7	Federal Aviation Administration (FAA)	Mechanic (Airframe & Powerplant)	
E4	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	
E4	SpaceTEC	Certified Aerospace Technician Core	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the AWF-Naval Aircrewmen Mechanical rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.osd.mil/index.htm>.

Apprenticeship	Date Completed
Airframe & Powerplant Mechanic	
Computer Operator	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the AWF-Naval Aircrewmen Mechanical Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Aircraft Cargo Handling Supervisors
Aircraft Mechanics and Service Technicians
Aircraft Structure, Surfaces, Rigging, and Systems Assemblers
Airfield Operations Specialists
Airline Pilots, Copilots, and Flight Engineers
Aviation Inspectors
Emergency Management Directors
First-Line Supervisors of Mechanics, Installers, and Repairers
Fitness and Wellness Coordinators
Flight Attendants
Instructional Coordinators
Training and Development Managers
Training and Development Specialists
Occupation (Federal Employer)
2181 - Aircraft Operation Series
2185 - Aircrew Technician Series
8852 - Aircraft Mechanic
8862 - Aircraft Attending

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):

Bonus:

Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):

Bonus:

Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx>.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-rate, Willing to Convert
 - Convert only
 - AC to AC or FTS to FTS
 - RC to AC/FTS
 - RC to RC
 - AC/FTS to CIP (Intermission)
 - AC/FTS to Tour w/ Industry
 - SELRES option
 - Canvasser Recruiter
 - Intend to separate
 - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint [redacted]	Career Waypoint [redacted]	Career Waypoint [redacted]	Accept Orders [redacted]	Screening [redacted]
Exception Family Member [redacted]	Exception Family Member [redacted]	Medical/Dental [redacted]	Reverse Sponsor [redacted]	Obligate [redacted]
MNA [redacted]	MNA [redacted]	MNA [redacted]	Relocation (FFSC) [redacted]	Bonus [redacted]
Mil to Mil [redacted]	Eval [redacted]	SRB [redacted]	SRB [redacted]	
Family Care Plan [redacted]				
Continuous Overseas Tours (COT) [redacted]				
Overseas Tour Extension Incentive Program (OTEIP) [redacted]				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [redacted] (verify account access)	MNA [redacted] (extend in current field)	MNA [redacted] (apply for billets)	MNA [redacted] (apply for billets)	Sign Eval [redacted]
Family Care Plan [redacted]		Start Eval [redacted]		
Mil to Mil [redacted]		Reverse Sponsor [redacted]		
		Incentives/EOS opportunities [redacted]		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [redacted]	MED/DEN [redacted]	Copy of Records [redacted]	Copy of Records [redacted]
Complete DD 2648 [redacted]	Relocation [redacted]	Official Record CD [redacted]	PSD [redacted]
Transition Planning [redacted]	Relocation Services (FFSC) [redacted]	Arrange Ceremony [redacted]	MED/DEN [redacted]
Annual Statement of Service History (ASOSH) [redacted] Reserve Only	Reserve Affiliation [redacted]	Request Leave / PTDY [redacted]	DD 214* [redacted]
	VA/DVA [redacted]		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

List date (if) any PRT/BCA failure(s) over the last 5 years /

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E5)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E5 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Intermediate Leader Development Course	Water front/ Flightline/ Various ⁴	NELD-04	3 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E6	Navy e-Learning	NETCPDC-PMK-EE-E6-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

E5 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

E5 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer First Class	Navy e-Learning	NRTC-NAVEDTRA-14145-MRFPO-FC-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E5 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E5 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
BUPERSINST 1326.4, Administration of Enlisted Flight Orders, Career Enlisted Flyer Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP) for Aerial Flight				
COMNAVAIRFORINST 4790.2A, Naval Aviation Maintenance Program (NAMP)				
JOINT PUB 3-50, Personnel Recover				
NAVAIR 00-25-100, Naval Air Systems Command Technical Manual Program				
NAVAIR 00-80R-14, NATOPS U. S. Navy Aircraft Firefighting and Rescue Manual				
NAVAIR 00-80T-101, NAVAIR 00-80T-101 NATOPS Survival Manual				
NAVAIR 01-1A-509-1, Cleaning and Corrosion Control, Volume I, Corrosion Program and Corrosion Theory				
NAVAIR 01-1A-509-2, Cleaning and Corrosion, Volume II, Aircraft				
NAVAIR 01-1A-509-3, Cleaning and Corrosion Control, Volume III, Avionics and Electronics				
NAVAIR 01-1A-8, Engineering Manual Series Aircraft and Missile Repair Structural Hardware				
NAVAIR 01-1B-50, USN Aircraft Weight and Balance Control				
NAVAIR 04-10-506, Inspection, Maintenance, Repair, Storage and Disposition Instructions - Organizational, Intermediate and Depot Maintenance - Aircraft Tires and Tubes				
NAVAIR 13-1-6.4-1, Aviation-Crew Systems Oxygen Systems				
NAVAIR 13-1-6.5, Aviation-Crew Systems Rescue and Survival Equipment				
NAVAIR 15-01-500, Organizational, Intermediate and Depot Maintenance Preservation of Naval Aircraft				
NAVAIR 16-30PRC149-1, Operation and Maintenance Instructions with Illustrated Parts Breakdown AN/PRC-149 Radio Set				
NAVAIR 16-35PRC112-1-1, operation and Intermediate Maintenance Instructions with IPB Radio Set AN/PRC-112B				
NAVEDTRA 14008, Aviation Machinist's Mate 3 & 2				
NAVEDTRA 14009, Aviation Electrician's Mate 3 & 2				
NAVEDTRA 14014, Airman	MNP	NRTC-NAVEDTRA-14014A-AM-1.0		
NAVEDTRA 14022, Aviation Maintenance Ratings	MNP	NRTC-NAVEDTRA-14022-AMR-1.0		
NAVEDTRA 14105, Fluid Power; Chap 4, 9				
NAVEDTRA 14217, Aircrew Survival Equipmentman 1 & C				
NAVEDTRA 14315, Aviation Structural Mechanic				
NAVEDTRA 14318, Aviation Electricity and Electronics--Maintenance Fundamentals				
NAVEDTRA 14323, Aviation Electricity and Electronics--Power Generation and Distribution				
NAVEDTRA 14324, Gunner's Mate; Chap 3				
NAVEDTRA 14327, Aviation Structural Mechanic E				
OPNAVINST 1542.7, Crew Resource Management Program				
OPNAVINST 3120.32, Standard Organization and Regulations of the U.S. Navy (SORM)				
CNAF M-3710.7, NATOPS General Flight and Operating Instructions				
OPNAVINST 3750.6, Naval Aviation Safety Program				
OPNAVINST 5100.23, Navy Safety and Occupational Health (SOH) Program Manual				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E5 RECOMMENDED COMMUNITY READING

Title	Completed
The Age of Orion - The Lockheed P-3 Story <i>by David Reade</i>	
Adak - The rescue of Alfa Foxtrot 586 <i>by Andrew C. A. Jampoler</i>	
My Life as a Spy <i>by John A. Walker</i>	
The Hunt For Red October <i>by Tom Clancy</i>	
Stalking the Red Bear - The True Story of a U.S. Cold War Submarine's Covert Operations Against the Soviet Union <i>by Peter Sasgen</i>	
Stealth Boat - Fighting The Cold War in a Fast Attack Submarine <i>by Gannon McHale</i>	
Blind Man's Bluff: The Untold Story of American Submarine Espionage <i>by Sherry Sontag and Christopher Drew</i>	
Thirteen Days - A Memoir of the Cuban Missile Crisis <i>by Robert F. Kennedy</i>	
Janes - Fighting Ships	
Janes - Marine Propulsion	
Janes - All of the World's Aircraft	
Janes - Underwater Warfare Systems	



Naval Aircrewmens - Mechanical Petty Officer First Class (Journeyman/Master)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Naval Aircrewman Candidate School (802A) ¹	806E	C-050-1500	18 days	
AWF A-1 School ¹	06H1	C-050-2011	47 days	
Survival, Evasion Resistance, and Escape ¹	Various	A-2D-4635	12 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
NMT ¹	982W	A-500-1000	2 Days	
PFM ¹	636N	A-950-0080	2 Days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
G51A - C-130 Second Loadmaster ²	653Z	R-050-0402	12 Days	
G16A - C-40A Crew Chief ¹	Commercial	N/A		
G53A - C-130 Loadmaster ²	654A	R-050-0401	26 Days	
G54A - E-6B REEL System Operator ¹	336W	E-050-0412	127 Days	
G20A - E-6B Flight Engineer ¹	958V	E-050-0410 (P/L)	204 Days	
G57A - C-12/C-26 Transport Aircrewman ¹	165N	D-050-0012	5 Days	
G57A - C-12/C-26 Transport Aircrewman ¹	974R	D-050-0016	5 Days	
G22A - C-20/C-37 Crew Chief ¹	Commercial	N/A		
G60A - P-3 Flight Engineer ¹	002X	D-050-1010	260 Days	
G25A - C-130 Flight Engineer ²	04HN	R-050-0555	54 Days	
G25A - C-130 Flight Engineer ²	03WZ	R-050-8223	19 Days	
G63A - C-40/C-20 Loadmaster ²	765H	R-553-3000	12 days	
G28A - C-2 Transport Aircrewman ¹	595G	D-050-2302 (P/L)	156 Days	
G28A - C-2 Transport Aircrewman ¹	595H	D-050-2303 (P/L)	152 Days	
805A - Navy Instructor Training Course (NITC) ¹	Various Locations	A-012-0077	19 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser ¹	Pensacola, FL	S-501-0020	33 days	
778A - C-40A Second Loadmaster ²	N/A			
G35A - CMV-22 Tiltrotor Fleet Replacement Aircrew Category I ¹	NC, Jacksonville	D-050-2200	141 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

JOB DESCRIPTION

Aircrewmen Mechanical (AWF) are members of a fixed wing integrated tactical crew aboard the C-2, CMV-22, C-12, C-20, C-37, C-40, C-130, E-6, and P-3. Perform primary in-flight and ground duties as aircraft Flight Engineer/Crew Chief, Loadmaster, Reel Operator, and Aircrews Readiness Manager. Perform aircraft maintenance, weight and balance calculations and aircraft systems rigging. In addition, they perform Aircrew administration, Flight/Ground training, cargo movement, medical evacuations (MEDEVAC), passenger transport, small arms and Joint Special Warfare operations. Perform aircrew duties that contribute directly to operations for the purposes of attaining and maintaining the squadron's aircrew qualifications and certifications. Personnel are knowledgeable of all aircraft systems, passenger and cargo handling, safety procedures and equipment, federal and military regulations for passenger transport, emergency procedures and aircraft equipment. The Air Warfare Systems Engineer's must have a final secret security clearance and be eligible to obtain higher security clearance as required.

RECOMMENDED BILLET ASSIGNMENTS

C-130 Second Loadmaster - Performs in-flight duties as a loadmaster assistant. Performs maintenance, rigging, and in-flight functions of internal cargo handling for C-130 aircraft. Personnel are knowledgeable of aircraft systems, passenger handling, safety procedures and equipment, federal and military regulation for passenger transport, emergency procedures and aircraft equipment (NEC is for Selected Reserve personnel only).

C-40A Crew Chief - Performs in-flight duties as a C-40A Crew Chief, knowledgeable of all aircraft systems, emergency procedures and flight equipment (NEC is for Full Time Support/Selected Reserve personnel only).

C-130 Loadmaster - Performs in-flight duties as a Loadmaster in the C-130 aircraft. Performs and supervises the loading, rigging, and weight and balance calculations for internal cargo on C-130 aircraft. Is knowledgeable of aircraft systems, aircraft flight procedures and in-flight emergency procedures (NEC is for Selected Reserve personnel only).

E-6B REEL System Operator - Performs in-flight operation of the E-6B dual trailing wire antenna system.

E-6B Flight Engineer - Performs in-flight duties as an E-6B Flight Engineer.

C-12/C-26 Transport Aircrewman - Performs in-flight and on ground duties as a Loadmaster in UC-12 and UC-26 aircraft. Performs and supervises loading of passengers and cargo, weight and balance, and in-flight functions of internal passenger and cargo handling, and hazardous material for UC-12 and UC-26 aircraft. Possesses knowledge of aircraft systems, emergency procedures and flight equipment.

C-20/C-37 Crew Chief - Performs in-flight and ground duties as a Gulfstream III/IV/V Flight Engineer/Mechanic. Is knowledgeable on all aircraft systems, emergency procedures, and flight equipment (NEC is for Full Time Support/Selected Reserve personnel only).

P-3 Flight Engineer - Performs in-flight duties as a P-3 flight engineer. Is knowledgeable of all aircraft systems, emergency procedures and flight equipment.

C-130 Flight Engineer - Performs in-flight duties as a C-130 flight engineer. Is knowledgeable of all aircraft systems, emergency procedures and flight equipment (NEC is for Selected Reserve personnel only).

Loadmaster - Performs in-flight duties as a Loadmaster in C-9, C-20, and C-40A aircraft. Performs and supervises loading, rigging, weight and balance, and in-flight functions of internal cargo handling and hazardous material for fixed wing aircraft. Is knowledgeable of aircraft systems, emergency procedures and flight equipment (NEC is for Full Time Support/Selected Reserve personnel only).

C-2/CMV-22 Transport Aircrewman - Performs in-flight duties as a transport aircrewman on C-2 and CMV-22 aircraft. Performs and supervises inspections, maintenance, loading, rigging, internal cargo handling and weight and balance. Is knowledgeable of aircraft systems, emergency procedures and flight equipment.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
		EAOS/EOS:	<input type="text"/>
		PRD:	<input type="text"/>
		SEA / SHORE:	<input type="text"/> / <input type="text"/>
PAYGRADE E6 (3 Years time in service required to be eligible for advancement to E7)			
Date Advanced:	<input type="text"/>	Eligible Advancement Date:	<input type="text"/>
		Number of times up:	<input type="text"/>
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
		Date Last updated:	<input type="text"/>
Command INDOC complete:	<input type="text"/>		

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E6) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Naval Academy: Naval Academy Preparatory School (NAPS):

Limited Duty Officer:

Officer Candidate School: Seaman to Admiral 21 (STA-21):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

SELECTION BOARD CHECKLIST FOR E6 PROMOTION TO CPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "Request Record on CD" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "ODC, OSR, PSR, ESR" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "Data Problems" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMIS, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMIS login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
 1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
 2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX ACTIVE/RESERVE E7 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 360 / SELRES = 335 / FTS = 336)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.osd.mil/usn/>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

Step 5 - Prepare for the next CPO Advancement Exam cycle in January for Active Duty & February for Reserves as soon as the Bibliography References are posted six months prior in July. Use the Navy Advancement Center info and website listed above in the advancement section.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Junior Officer of the Deck (JOOD)		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Naval Aircrew Warfare Specialist (Primary)		
Aviation Warfare Specialist (Secondary)		
Surface Warfare Specialist (Tertiary when avail)		
Expeditionary Warfare (Secondary)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the AWF-Naval Aircrewmen Mechanical rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	ASTM International	NCATT Foreign Object Elimination (FOE)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Federal Aviation Administration (FAA)	Flight Engineer	
E7	Federal Aviation Administration (FAA)	Mechanic (Airframe & Powerplant)	
E4	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	
E4	SpaceTEC	Certified Aerospace Technician Core	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the AWF-Naval Aircrewmen Mechanical rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.osd.mil/index.htm>.

Apprenticeship	Date Completed
Airframe & Powerplant Mechanic	
Computer Operator	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the AWF-Naval Aircrewmen Mechanical Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Aircraft Cargo Handling Supervisors
Aircraft Mechanics and Service Technicians
Aircraft Structure, Surfaces, Rigging, and Systems Assemblers
Airfield Operations Specialists
Airline Pilots, Copilots, and Flight Engineers
Aviation Inspectors
Emergency Management Directors
First-Line Supervisors of Mechanics, Installers, and Repairers
Fitness and Wellness Coordinators
Flight Attendants
Instructional Coordinators
Training and Development Managers
Training and Development Specialists
Occupation (Federal Employer)
2181 - Aircraft Operation Series
2185 - Aircrew Technician Series
8852 - Aircraft Mechanic
8862 - Aircraft Attending

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):

Bonus:

Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):

Bonus:

Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx>.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-rate, Willing to Convert
 - Convert only
 - AC to AC or FTS to FTS
 - RC to AC/FTS
 - RC to RC
 - AC/FTS to CIP (Intermission)
 - AC/FTS to Tour w/ Industry
 - SELRES option
 - Canvasser Recruiter
 - Intend to separate
 - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	(extend in current field)	(apply for billets)	(apply for billets)	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

List date (if) any PRT/BCA failure(s) over the last 5 years /

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E6)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E6 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Advanced Leader Development Course	Water front/ Flightline/ Various ⁴	NELD-05	4 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E7	Navy e-Learning	NETCPDC-PMK-EE-E7-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
ADAMS for Facilitators	Various Locations	S-501-0110	16 hrs	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

E6 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

E6 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Chief Petty Officer	Navy e-Learning	NRTC-NAVEDTRA-14144-MRFCPO-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Evaluation and Fitness Reports	Navy e-Learning	002EF01		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Nutrition	Navy e-Learning	NMHC12107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E6 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRF-C-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRF-C-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E6 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
BUPERSINST 1326.4, Administration of Enlisted Flight Orders, Career Enlisted Flyer Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP) for Aerial Flight				
COMNAVAIRFORINST 4790.2A, Naval Aviation Maintenance Program (NAMP)				
JOINT PUB 3-50, Personnel Recover				
NAVAIR 00-25-100, Naval Air Systems Command Technical Manual Program				
NAVAIR 01-1A-17, Organizational, Intermediate and Depot Maintenance Aviation Hydraulics Manual				
NAVAIR 01-1A-35, Maintenance Instructions Organizational, Intermediate, and Depot Aircraft Fuel Cells and Tanks				
NAVAIR 01-1A-509-2, Cleaning and Corrosion, Volume II, Aircraft				
NAVAIR 01-1A-8, Engineering Manual Series Aircraft and Missile Repair Structural Hardware				
NAVAIR 01-1B-50, USN Aircraft Weight and Balance Control				
NAVAIR 13-1-6.4-1, Aviation-Crew Systems Oxygen Systems				
NAVAIR 15-01-500, Organizational, Intermediate and Depot Maintenance Preservation of Naval Aircraft				
NAVEDTRA 14008, Aviation Machinist's Mate 3 & 2				
NAVEDTRA 14009, Aviation Electrician's Mate 3 & 2				
NAVEDTRA 14014, Airman	MNP	NRTC-NAVEDTRA-14014A-AM-1.0		
NAVEDTRA 14022, Aviation Maintenance Ratings	MNP	NRTC-NAVEDTRA-14022-AMR-1.0		
NAVEDTRA 14217, Aircrew Survival Equipmentman 1 & C				
NAVEDTRA 14315, Aviation Structural Mechanic				
NAVEDTRA 14327, Aviation Structural Mechanic E				
NAVSUP P-505, Preparing Hazardous Materials for Military Air Shipment				
NTTP 3-50.3, Multiservice Procedures for Survival, Evasion and Recovery				
OPNAVINST 1542.7, Crew Resource Management Program				
CNAF M-3710.7, NATOPS General Flight and Operating Instructions				
OPNAVINST 3750.6, Naval Aviation Safety Program				
OPNAVINST 5100.23, Navy Safety and Occupational Health (SOH) Program Manual				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E6 RECOMMENDED COMMUNITY READING

Title	Completed
The Age of Orion - The Lockheed P-3 Story <i>by David Reade</i>	
Adak - The rescue of Alfa Foxtrot 586 <i>by Andrew C. A. Jampoler</i>	
My Life as a Spy <i>by John A. Walker</i>	
The Hunt For Red October <i>by Tom Clancy</i>	
Stalking the Red Bear - The True Story of a U.S. Cold War Submarine's Covert Operations Against the Soviet Union <i>by Peter Sasgen</i>	
Stealth Boat - Fighting The Cold War in a Fast Attack Submarine <i>by Gannon McHale</i>	
Blind Man's Bluff: The Untold Story of American Submarine Espionage <i>by Sherry Sontag and Christopher Drew</i>	
Thirteen Days - A Memoir of the Cuban Missile Crisis <i>by Robert F. Kennedy</i>	
Janes - Fighting Ships	
Janes - Marine Propulsion	
Janes - All of the World's Aircraft	
Janes - Underwater Warfare Systems	



Naval Aircrewmen - Mechanical Chief Petty Officer (Master)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Naval Aircrewman Candidate School (802A) ¹	806E	C-050-1500	18 days	
Survival, Evasion Resistance, and Escape ¹	Various	A-2D-4635	12 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
None				

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
G16A - C-40A Crew Chief ¹	Commercial	N/A		
G53A - C-130 Loadmaster ²	654A	R-050-0401	26 Days	
G54A - E-6B REEL System Operator ¹	336W	E-050-0412	127 Days	
G20A - E-6B Flight Engineer ¹	958V	E-050-0410 (P/L)	204 Days	
G57A - C-12/C-26 Transport Aircrewman ¹	165N	D-050-0012	5 Days	
G57A - C-12/C-26 Transport Aircrewman ¹	974R	D-050-0016	5 Days	
G22A - C-20/C-37 Crew Chief ¹	Commercial	N/A		
G60A - P-3 Flight Engineer ¹	002X	D-050-1010	260 Days	
G25A - C-130 Flight Engineer ²	04HN	R-050-0555	54 Days	
G25A - C-130 Flight Engineer ²	03WZ	R-050-8223	19 Days	
G63A - C-40/C-20 Loadmaster ²	765H	R-553-3000	12 days	
G28A - C-2 Transport Aircrewman ¹	595G	D-050-2302 (P/L)	156 Days	
G28A - C-2 Transport Aircrewman ¹	595H	D-050-2303 (P/L)	152 Days	
805A - Navy Instructor Training Course (NITC) ¹	Various Locations	A-012-0077	19 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser ¹	Pensacola, FL	S-501-0020	33 days	
G35A - CMV-22 Tiltrotor Fleet Replacement Aircrew Category I ¹	NC, Jacksonville	D-050-2200	141 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

JOB DESCRIPTION

Aircrewmembers Mechanical (AWF) are members of a fixed wing integrated tactical crew aboard the C-2, CMV-22, C-12, C-20, C-37, C-40, C-130, E-6, and P-3. Perform primary in-flight and ground duties as aircraft Flight Engineer/Crew Chief, Loadmaster, Reel Operator, and Aircrews Readiness Manager. Perform aircraft maintenance, weight and balance calculations and aircraft systems rigging. In addition, they perform Aircrew administration, Flight/Ground training, cargo movement, medical evacuations (MEDEVAC), passenger transport, small arms and Joint Special Warfare operations. Perform aircrew duties that contribute directly to operations for the purposes of attaining and maintaining the squadron's aircrew qualifications and certifications. Personnel are knowledgeable of all aircraft systems, passenger and cargo handling, safety procedures and equipment, federal and military regulations for passenger transport, emergency procedures and aircraft equipment. The Air Warfare Systems Engineer's must have a final secret security clearance and be eligible to obtain higher security clearance as required.

RECOMMENDED BILLET ASSIGNMENTS

C-130 Second Loadmaster - Performs in-flight duties as a loadmaster assistant. Performs maintenance, rigging, and in-flight functions of internal cargo handling for C-130 aircraft. Personnel are knowledgeable of aircraft systems, passenger handling, safety procedures and equipment, federal and military regulation for passenger transport, emergency procedures and aircraft equipment (NEC is for Selected Reserve personnel only).

C-40A Crew Chief - Performs in-flight duties as a C-40A Crew Chief, knowledgeable of all aircraft systems, emergency procedures and flight equipment (NEC is for Full Time Support/Selected Reserve personnel only).

C-130 Loadmaster - Performs in-flight duties as a Loadmaster in the C-130 aircraft. Performs and supervises the loading, rigging, and weight and balance calculations for internal cargo on C-130 aircraft. Is knowledgeable of aircraft systems, aircraft flight procedures and in-flight emergency procedures (NEC is for Selected Reserve personnel only).

E-6B REEL System Operator - Performs in-flight operation of the E-6B dual trailing wire antenna system. E-6B Flight Engineer - Performs in-flight duties as an E-6B Flight Engineer.

C-12/C-26 Transport Aircrewman - Performs in-flight and on ground duties as a Loadmaster in UC-12 and UC-26 aircraft. Performs and supervises loading of passengers and cargo, weight and balance, and in-flight functions of internal passenger and cargo handling, and hazardous material for UC-12 and UC-26 aircraft. Possesses knowledge of aircraft systems, emergency procedures and flight equipment.

C-20/C-37 Crew Chief - Performs in-flight and ground duties as a Gulfstream III/IV/V Flight Engineer/Mechanic. Is knowledgeable on all aircraft systems, emergency procedures, and flight equipment (NEC is for Full Time Support/Selected Reserve personnel only).

P-3 Flight Engineer - Performs in-flight duties as a P-3 flight engineer. Is knowledgeable of all aircraft systems, emergency procedures and flight equipment. C-130 Flight Engineer - Performs in-flight duties as a C-130 flight engineer. Is knowledgeable of all aircraft systems, emergency procedures and flight equipment (NEC is for Selected Reserve personnel only).

Loadmaster - Performs in-flight duties as a Loadmaster in C-9, C-20, and C-40A aircraft. Performs and supervises loading, rigging, weight and balance, and in-flight functions of internal cargo handling and hazardous material for fixed wing aircraft. Is knowledgeable of aircraft systems, emergency procedures and flight equipment (NEC is for Full Time Support/Selected Reserve personnel only).

C-2/CMV-22 Transport Aircrewman - Performs in-flight duties as a transport aircrewman on C-2 and CMV-22 aircraft. Performs and supervises inspections, maintenance, loading, rigging, internal cargo handling and weight and balance. Is knowledgeable of aircraft systems, emergency procedures and flight equipment.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
		EAOS/EOS:	<input type="text"/>
		PRD:	<input type="text"/>
		SEA / SHORE:	<input type="text"/> / <input type="text"/>
PAYGRADE E7 (3 Years time in service required to be eligible for advancement to E8)			
Date Advanced:	<input type="text"/>	Eligible Advancement Date:	<input type="text"/>
		Number of times up:	<input type="text"/>
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
		Date Last updated:	<input type="text"/>
Command INDOC complete:	<input type="text"/>		

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E7) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

SELECTION BOARD CHECKLIST FOR CPO PROMOTION TO SCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "Request Record on CD" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "ODC, OSR, PSR, ESR" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "Data Problems" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMS, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMS login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
 1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
 2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX ACTIVE/RESERVE E8 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 235 / SELRES = 205 / FTS = 206)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.osd.mil/usn/>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD) (At Sea)		
Officer of the Deck (OOD) (At Sea)		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Naval Aircrew Warfare Specialist (Primary)		
Aviation Warfare Specialist (Secondary)		
Surface Warfare Specialist (Tertiary when avail)		
Expeditionary Warfare (Secondary)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the AWF-Naval Aircrewmen Mechanical rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	ASTM International	NCATT Foreign Object Elimination (FOE)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Federal Aviation Administration (FAA)	Flight Engineer	
E7	Federal Aviation Administration (FAA)	Mechanic (Airframe & Powerplant)	
E4	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	
E4	SpaceTEC	Certified Aerospace Technician Core	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the AWF-Naval Aircrewmen Mechanical rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.osd.mil/index.htm>.

Apprenticeship	Date Completed
Airframe & Powerplant Mechanic	
Computer Operator	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the AWF-Naval Aircrewmen Mechanical Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Aircraft Cargo Handling Supervisors
Aircraft Mechanics and Service Technicians
Aircraft Structure, Surfaces, Rigging, and Systems Assemblers
Airfield Operations Specialists
Airline Pilots, Copilots, and Flight Engineers
Aviation Inspectors
Emergency Management Directors
First-Line Supervisors of Mechanics, Installers, and Repairers
Fitness and Wellness Coordinators
Flight Attendants
Instructional Coordinators
Training and Development Managers
Training and Development Specialists
Occupation (Federal Employer)
2181 - Aircraft Operation Series
2185 - Aircrew Technician Series
8852 - Aircraft Mechanic
8862 - Aircraft Attending

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA): Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [redacted] (verify account access)	MNA [redacted] (extend in current field)	MNA [redacted] (apply for billets)	MNA [redacted] (apply for billets)	Sign Eval [redacted]
Family Care Plan [redacted]		Start Eval [redacted]		
Mil to Mil [redacted]		Reverse Sponsor [redacted]		
		Incentives/EOS opportunities [redacted]		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [redacted]	MED/DEN [redacted]	Copy of Records [redacted]	Copy of Records [redacted]
Complete DD 2648 [redacted]	Relocation [redacted]	Official Record CD [redacted]	PSD [redacted]
Transition Planning [redacted]	Relocation Services (FFSC) [redacted]	Arrange Ceremony [redacted]	MED/DEN [redacted]
Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i>	Reserve Affiliation [redacted]	Request Leave / PTDY [redacted]	DD 214* [redacted]
	VA/DVA [redacted]		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted])
Last 2 PRT Cycles: Forearm Plank [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]
Overall Score [redacted] / [redacted]
List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]
List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (CPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

NCPACE CLEP DSST TA

MGIB MGIB-SR Post 9/11 GIB AEV

CPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief Petty Officer Selectee Leadership Course	Command Delivered		5 days	
Chief Petty Officer Leader Development Course	Water front/ Flightline/ Various ⁴	NELD-06	5 days	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

CPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

CPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 hrs	
Senior Enlisted Academy	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

CPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

CPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

CPO RECOMMENDED COMMUNITY READING

Title	Completed
The Age of Orion - The Lockheed P-3 Story <i>by David Reade</i>	
Adak - The rescue of Alfa Foxtrot 586 <i>by Andrew C. A. Jampoler</i>	
My Life as a Spy <i>by John A. Walker</i>	
The Hunt For Red October <i>by Tom Clancy</i>	
Stalking the Red Bear - The True Story of a U.S. Cold War Submarine's Covert Operations Against the Soviet Union <i>by Peter Sasgen</i>	
Stealth Boat - Fighting The Cold War in a Fast Attack Submarine <i>by Gannon McHale</i>	
Blind Man's Bluff: The Untold Story of American Submarine Espionage <i>by Sherry Sontag and Christopher Drew</i>	
Thirteen Days - A Memoir of the Cuban Missile Crisis <i>by Robert F. Kennedy</i>	
Janes - Fighting Ships	
Janes - Marine Propulsion	
Janes - All of the World's Aircraft	
Janes - Underwater Warfare Systems	



Naval Aircrewmen - Mechanical Senior Chief Petty Officer (Master)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Naval Aircrewman Candidate School (802A) ¹	806E	C-050-1500	18 days	
Survival, Evasion Resistance, and Escape ¹	Various	A-2D-4635	12 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
None				

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
G16A - C-40A Crew Chief ¹	Commercial	N/A		
G53A - C-130 Loadmaster ²	654A	R-050-0401	26 Days	
G20A - E-6B Flight Engineer ¹	958V	E-050-0410 (P/L)	204 Days	
G22A - C-20/C-37 Crew Chief ¹	Commercial	N/A		
G60A - P-3 Flight Engineer ¹	002X	D-050-1010	260 Days	
G25A - C-130 Flight Engineer ²	04HN	R-050-0555	54 Days	
G25A - C-130 Flight Engineer ²	03WZ	R-050-8223	19 Days	
G63A - C-40/C-20 Loadmaster ²	765H	R-553-3000	12 days	
G28A - C-2 Transport Aircrewman ¹	595G	D-050-2302 (P/L)	156 Days	
G28A - C-2 Transport Aircrewman ¹	595H	D-050-2303 (P/L)	152 Days	
805A - Navy Instructor Training Course (NITC) ¹	Various Locations	A-012-0077	19 days	
8CSC - Command Senior Chief (CMDCS) ¹	Newport, RI	A-570-4500	12 days	
G35A - CMV-22 Tiltrotor Fleet Replacement Aircrew Category I ¹	NC, Jacksonville	D-050-2200	141 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

JOB DESCRIPTION

Aircrewmembers Mechanical (AWF) are members of a fixed wing integrated tactical crew aboard the C-2, MV-22, C-12, C-20, C-37, C-40, C-130, E-6, and P-3. Perform primary in-flight and ground duties as aircraft Flight Engineer/Crew Chief, Loadmaster, Reel Operator, and Aircrews Readiness Manager. Perform aircraft maintenance, weight and balance calculations and aircraft systems rigging. In addition, they perform Aircrew administration, Flight/Ground training, cargo movement, medical evacuations (MEDEVAC), passenger transport, small arms and Joint Special Warfare operations. Perform aircrew duties that contribute directly to operations for the purposes of attaining and maintaining the squadron's aircrew qualifications and certifications. Personnel are knowledgeable of all aircraft systems, passenger and cargo handling, safety procedures and equipment, federal and military regulations for passenger transport, emergency procedures and aircraft equipment. The Air Warfare Systems Engineer's must have a final secret security clearance and be eligible to obtain higher security clearance as required.

RECOMMENDED BILLET ASSIGNMENTS

C-130 Second Loadmaster - Performs in-flight duties as a loadmaster assistant. Performs maintenance, rigging, and in-flight functions of internal cargo handling for C-130 aircraft. Personnel are knowledgeable of aircraft systems, passenger handling, safety procedures and equipment, federal and military regulation for passenger transport, emergency procedures and aircraft equipment (NEC is for Selected Reserve personnel only).

C-40A Crew Chief - Performs in-flight duties as a C-40A Crew Chief, knowledgeable of all aircraft systems, emergency procedures and flight equipment (NEC is for Full Time Support/Selected Reserve personnel only).

C-130 Loadmaster - Performs in-flight duties as a Loadmaster in the C-130 aircraft. Performs and supervises the loading, rigging, and weight and balance calculations for internal cargo on C-130 aircraft. Is knowledgeable of aircraft systems, aircraft flight procedures and in-flight emergency procedures (NEC is for Selected Reserve personnel only).

E-6B Flight Engineer - Performs in-flight duties as an E-6B Flight Engineer.

C-20/C-37 Crew Chief - Performs in-flight and ground duties as a Gulfstream III/IV/V Flight Engineer/Mechanic. Is knowledgeable on all aircraft systems, emergency procedures, and flight equipment (NEC is for Full Time Support/Selected Reserve personnel only).

P-3 Flight Engineer - Performs in-flight duties as a P-3 flight engineer. Is knowledgeable of all aircraft systems, emergency procedures and flight equipment.

C-130 Flight Engineer - Performs in-flight duties as a C-130 flight engineer. Is knowledgeable of all aircraft systems, emergency procedures and flight equipment (NEC is for Selected Reserve personnel only).

Loadmaster - Performs in-flight duties as a Loadmaster in C-9, C-20, and C-40A aircraft. Performs and supervises loading, rigging, weight and balance, and in-flight functions of internal cargo handling and hazardous material for fixed wing aircraft. Is knowledgeable of aircraft systems, emergency procedures and flight equipment (NEC is for Full Time Support/Selected Reserve personnel only).

C-2/CMV-22 Transport Aircrewman - Performs in-flight duties as a transport aircrewman on C-2 and CMV-22 aircraft. Performs and supervises inspections, maintenance, loading, rigging, internal cargo handling and weight and balance. Is knowledgeable of aircraft systems, emergency procedures and flight equipment.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address		QD Phone Number:	
Mobilization UIC:			
Naval Reserve Activity:			
Division Officer:		Phone Number:	
Command Master Chief:		Phone Number:	
Leading Chief Petty Officer:		Phone Number:	
Sponsor/Mentor:		Phone Number:	
Depart/Division Career Counselor:		Phone Number:	
Date of Initial Entry to Military Service (DIEMS):		Date of Initial Entry Reserve Forces (DIERF):	
Pay Entry Base Date (PEBD):			
ADSD:	Report Date:	EAOS/EOS:	PRD: SEA / SHORE: /
PAYGRADE E8 (3 Years time in service required to be eligible for advancement to E9)			
Date Advanced:		Eligible Advancement Date:	Number of times up:
HYT Date:	Security Clearance Level:	Date Last updated:	
Command INDOC complete:			

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E8) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

SELECTION BOARD CHECKLIST FOR SCPO PROMOTION TO MCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "Request Record on CD" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "ODC, OSR, PSR, ESR" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "Data Problems" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMS, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMS login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
 1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
 2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX ACTIVE/RESERVE E9 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 210 / SELRES = 205 / FTS = 206)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.osd.mil/usn/>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD)		
Officer of the Deck (OOD) (At Sea)		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Naval Aircrew Warfare Specialist (Primary)		
Aviation Warfare Specialist (Secondary)		
Surface Warfare Specialist (Tertiary when avail)		
Expeditionary Warfare (Secondary)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the AWF-Naval Aircrewmen Mechanical rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	ASTM International	NCATT Foreign Object Elimination (FOE)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Federal Aviation Administration (FAA)	Flight Engineer	
E7	Federal Aviation Administration (FAA)	Mechanic (Airframe & Powerplant)	
E4	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	
E4	SpaceTEC	Certified Aerospace Technician Core	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the AWF-Naval Aircrewmen Mechanical rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.osd.mil/index.htm>.

Apprenticeship	Date Completed
Airframe & Powerplant Mechanic	
Computer Operator	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the AWF-Naval Aircrewmen Mechanical Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Aircraft Cargo Handling Supervisors
Aircraft Mechanics and Service Technicians
Aircraft Structure, Surfaces, Rigging, and Systems Assemblers
Airfield Operations Specialists
Airline Pilots, Copilots, and Flight Engineers
Aviation Inspectors
Emergency Management Directors
First-Line Supervisors of Mechanics, Installers, and Repairers
Fitness and Wellness Coordinators
Flight Attendants
Instructional Coordinators
Training and Development Managers
Training and Development Specialists
Occupation (Federal Employer)
2181 - Aircraft Operation Series
2185 - Aircrew Technician Series
8852 - Aircraft Mechanic
8862 - Aircraft Attending

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA): Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [redacted] (verify account access)	MNA [redacted] (extend in current field)	MNA [redacted] (apply for billets)	MNA [redacted] (apply for billets)	Sign Eval [redacted]
Family Care Plan [redacted]		Start Eval [redacted]		
Mil to Mil [redacted]		Reverse Sponsor [redacted]		
		Incentives/EOS opportunities [redacted]		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [redacted]	MED/DEN [redacted]	Copy of Records [redacted]	Copy of Records [redacted]
Complete DD 2648 [redacted]	Relocation [redacted]	Official Record CD [redacted]	PSD [redacted]
Transition Planning [redacted]	Relocation Services (FFSC) [redacted]	Arrange Ceremony [redacted]	MED/DEN [redacted]
Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i>	Reserve Affiliation [redacted]	Request Leave / PTDY [redacted]	DD 214* [redacted]
	VA/DVA [redacted]		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted])
Last 2 PRT Cycles: Forearm Plank [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]
Overall Score [redacted] / [redacted]
List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]
List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (SCPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

NCPACE CLEP DSST TA

MGIB MGIB-SR Post 9/11 GIB AEV

SCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Senior Enlisted Academy ⁴	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - NAVADMIN 266/14 As of FY 2017, all newly selected AC and SELRES SCPOs will be required to complete SEA to be eligible for advancement.

SCPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

SCPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
CMDCM/COB Leadership Course (Must have FLTCM or FORCM recommendation)	Navy e-Learning/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-2.0 / US DoN	10 hrs	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level 1 ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

SCPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

SCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

SCPO RECOMMENDED COMMUNITY READING

Title	Completed
The Age of Orion - The Lockheed P-3 Story <i>by David Reade</i>	
Adak - The rescue of Alfa Foxtrot 586 <i>by Andrew C. A. Jampoler</i>	
My Life as a Spy <i>by John A. Walker</i>	
The Hunt For Red October <i>by Tom Clancy</i>	
Stalking the Red Bear - The True Story of a U.S. Cold War Submarine's Covert Operations Against the Soviet Union <i>by Peter Sasgen</i>	
Stealth Boat - Fighting The Cold War in a Fast Attack Submarine <i>by Gannon McHale</i>	
Blind Man's Bluff: The Untold Story of American Submarine Espionage <i>by Sherry Sontag and Christopher Drew</i>	
Thirteen Days - A Memoir of the Cuban Missile Crisis <i>by Robert F. Kennedy</i>	
Janes - Fighting Ships	
Janes - Marine Propulsion	
Janes - All of the World's Aircraft	
Janes - Underwater Warfare Systems	



Naval Aircrewmen - Mechanical Master Chief Petty Officer (Master)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Naval Aircrewman Candidate School (802A) ¹	806E	C-050-1500	18 days	
Survival, Evasion Resistance, and Escape ¹	Various	A-2D-4635	12 days	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
None				

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
G60A - P-3 Flight Engineer ¹	002X	D-050-1010	260 Days	
805A - Navy Instructor Training Course (NITC) ¹	Various Locations	A-012-0077	19 days	
8CMC - Command Master Chief (CMC)/Chief of the Boat (COB) ¹	Newport, RI	A-570-4500	12 days	
G35A - CMV-22 Tiltrotor Fleet Replacement Aircrew Category I ¹	NC, Jacksonville	D-050-2200	141 days	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Aircrewmen Mechanical (AWF) are members of a fixed wing integrated tactical crew aboard the C-2, CMV-22, C-12, C-20, C-37, C-40, C-130, E-6, and P-3. Perform primary in-flight and ground duties as aircraft Flight Engineer/Crew Chief, Loadmaster, Reel Operator, and Aircrews Readiness Manager. Perform aircraft maintenance, weight and balance calculations and aircraft systems rigging. In addition, they perform Aircrew administration, Flight/Ground training, cargo movement, medical evacuations (MEDEVAC), passenger transport, small arms and Joint Special Warfare operations. Perform aircrew duties that contribute directly to operations for the purposes of attaining and maintaining the squadron's aircrew qualifications and certifications. Personnel are knowledgeable of all aircraft systems, passenger and cargo handling, safety procedures and equipment, federal and military regulations for passenger transport, emergency procedures and aircraft equipment. The Air Warfare Systems Engineer's must have a final secret security clearance and be eligible to obtain higher security clearance as required.

RECOMMENDED BILLET ASSIGNMENTS

P-3 Flight Engineer - Performs in-flight duties as a P-3 flight engineer. Is knowledgeable of all aircraft systems, emergency procedures and flight equipment.

E-6B Flight Engineer - Performs in-flight duties as an E-6B Flight Engineer.

C-2/CMV-22 Transport Aircrewman - Performs in-flight duties as a transport aircrewman on C-2 and CMV-22 aircraft. Performs and supervises inspections, maintenance, loading, rigging, internal cargo handling and weight and balance. Is knowledgeable of aircraft systems, emergency procedures and flight equipment.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address:	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Commanding Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Executive Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Command Master Chief:	<input type="text"/>	Phone Number:	<input type="text"/>
Department Head:	<input type="text"/>	Phone Number:	<input type="text"/>
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
		EAOS/EOS:	<input type="text"/>
		PRD:	<input type="text"/>
		SEA / SHORE:	<input type="text"/> / <input type="text"/>
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
		Date Last updated:	<input type="text"/>
Command INDOC complete:	<input type="text"/>		

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E9) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Naval Aircrew Warfare Specialist (Primary)		
Aviation Warfare Specialist (Secondary)		
Surface Warfare Specialist (Tertiary when avail)		
Expeditionary Warfare (Secondary)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the AWF-Naval Aircrewmen Mechanical rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	ASTM International	NCATT Foreign Object Elimination (FOE)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Federal Aviation Administration (FAA)	Flight Engineer	
E7	Federal Aviation Administration (FAA)	Mechanic (Airframe & Powerplant)	
E4	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	
E4	SpaceTEC	Certified Aerospace Technician Core	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the AWF-Naval Aircrewmen Mechanical rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.osd.mil/index.htm>.

Apprenticeship	Date Completed
Airframe & Powerplant Mechanic	
Computer Operator	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the AWF-Naval Aircrewmen Mechanical Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Aircraft Cargo Handling Supervisors
Aircraft Mechanics and Service Technicians
Aircraft Structure, Surfaces, Rigging, and Systems Assemblers
Airfield Operations Specialists
Airline Pilots, Copilots, and Flight Engineers
Aviation Inspectors
Emergency Management Directors
First-Line Supervisors of Mechanics, Installers, and Repairers
Fitness and Wellness Coordinators
Flight Attendants
Instructional Coordinators
Training and Development Managers
Training and Development Specialists
Occupation (Federal Employer)
2181 - Aircraft Operation Series
2185 - Aircrew Technician Series
8852 - Aircraft Mechanic
8862 - Aircraft Attending

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA): Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA _____ (verify account access)	MNA _____ (extend in current field)	MNA _____ (apply for billets)	MNA _____ (apply for billets)	Sign Eval _____
Family Care Plan _____		Start Eval _____		
Mil to Mil _____		Reverse Sponsor _____		
		Incentives/EOS opportunities _____		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* _____	MED/DEN _____	Copy of Records _____	Copy of Records _____
Complete DD 2648 _____	Relocation _____	Official Record CD _____	PSD _____
Transition Planning _____	Relocation Services (FFSC) _____	Arrange Ceremony _____	MED/DEN _____
Annual Statement of Service History (ASOSH) _____ <i>Reserve Only</i>	Reserve Affiliation _____	Request Leave / PTDY _____	DD 214* _____
	VA/DVA _____		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height _____ Weight _____ If Required (AC _____ BCA _____)
Last 2 PRT Cycles: Forearm Plank _____ / _____ Push-ups _____ / _____ Run/Swim/Cardio _____ / _____
Overall Score _____ / _____
List date (if) any PRT/BCA failure(s) over the last 5 years _____ / _____
List if any Medical Waiver(s) _____ / _____

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (MCPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

NCPACE CLEP DSST TA

MGIB MGIB-SR Post 9/11 GIB AEV

MCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Joint Professional Military Education (JPME)	War College	Military DON / PME	40 hrs	
Senior Enlisted Academy ⁴	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level 1 ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - Course remains a requirement to become a Command Master Chief/Chief of the Boat.

MCPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

MCPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Senior Enlisted Leadership Development Guide	Navy e-Learning			
CMDCM/COB Leadership Course (Must have fleet recommendation)	MNP/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Selection Board Members and Recorders ⁴	TWMS		1 hour	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

4 - Required for selection board members and recorders

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

MCPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

MCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

MCPO RECOMMENDED COMMUNITY READING

Title	Completed
The Age of Orion - The Lockheed P-3 Story <i>by David Reade</i>	
Adak - The rescue of Alfa Foxtrot 586 <i>by Andrew C. A. Jampoler</i>	
My Life as a Spy <i>by John A. Walker</i>	
The Hunt For Red October <i>by Tom Clancy</i>	
Stalking the Red Bear - The True Story of a U.S. Cold War Submarine's Covert Operations Against the Soviet Union <i>by Peter Sasgen</i>	
Stealth Boat - Fighting The Cold War in a Fast Attack Submarine <i>by Gannon McHale</i>	
Blind Man's Bluff: The Untold Story of American Submarine Espionage <i>by Sherry Sontag and Christopher Drew</i>	
Thirteen Days - A Memoir of the Cuban Missile Crisis <i>by Robert F. Kennedy</i>	
Janes - Fighting Ships	
Janes - Marine Propulsion	
Janes - All of the World's Aircraft	
Janes - Underwater Warfare Systems	



ALL PAYGRADES VOLUNTARY EDUCATION



Note: Prior to considering any pursuit of off duty education or program enrollment contact the Navy College Virtual Education Center (NCVEC) or visit your Overseas Navy College Office.

You must complete the Tuition Assistance Training before your first course will be approved.

Complete the online courses at the Navy College Website: <http://www.navycollege.navy.mil/>

How do I get started?

You already have. All your training up to this point is part of your Naval Aircrewmen - Mechanical Roadmap. Now that you have made the first steps you will need to sit down and formulate a plan. This plan will work best if you start out discussing your options with your Leading Chief Petty Officer, Leading Petty Officer, Mentor, or Career Counselor. They will help you understand all of the basics. Then your next step is to contact the Navy College Virtual Education Center or visit your Overseas Navy College Office. Then your counselors will be able to help you formalize your plan and make sure that it makes sense for both you and the Navy. To aid you in your conversation with these professionals, here are a few questions that you may want to ask.

What credits do you have? What non-college courses have you taken? Where do you want to go? What field of study, or what kind of degree? What program will help me get there: Traditional or Online? What are my next steps: Transfer credits, take exams, have experience evaluated, or sign up for new courses?

RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR AWF

Recommended Associates' degrees for the Airman
AA - Oceanography Technology
AS - Associate in Science (Professional Aeronautics)
AA - Liberal Arts
AAS - Technical Studies (Electromechanical Technologies)

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR AWF

Recommended Bachelors/Masters degrees for the Airman
BS - Professional Aeronautics
BS - Technical Management
BS - Organizational Leadership

GENERAL INFORMATION ON VOLUNTARY EDUCATION

The Navy College Program & Web Page:

The Navy College Program (NCP) provides opportunities to Sailors to earn college degrees by providing academic credit for Navy training, work experience, and off-duty education. The NCP mission is to enable Sailors to obtain a college degree while on active duty. In support of the four R's - Recruiting, Readiness, Retention, and Respect - the NCP signifies Navy's commitment to education by improving enlistment appeal; demonstrating Navy service and achieving a college degree are compatible; helping Sailors apply themselves to new situations and challenges and better preparing them for advancement; building up Sailors' self-image; and producing higher quality Sailors.

- More information is available online at: <https://www.navycollege.navy.mil>

Tuition Assistance (TA):

NAVADMIN 114/19 limit changes as of 1 October 2019: TA provides funds for eligible active-duty personnel to attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational/technical certificate, or college degree. TA pays for tuition. TA will pay for the following amount per career: 120 semester hours, or 180-quarter hours or 1800 clock hours or a combination of semester, quarter and clock hours. TA will pay the following amounts per fiscal year: 12 semester hours, not to exceed \$250/credit for semester hours or 18-quarter hours not-to-exceed \$166.67/credit for quarter hours or, 180 clock hours not-to-exceed \$16.67/clock hours or a combination of semester, quarter and clock hours.

- More information is available online at: <https://www.navycollege.navy.mil>

Joint Service Transcripts (JST)

JSTs are official military transcripts which are used by colleges to validate your actual credited training. Every Sailor has a transcript already and access to it is free.

- More information is available online at: <https://jst.doded.mil/>

The American Council on Education (ACE)

ACE has reviewed every course listed in the OCCUPATIONAL Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur.

- Updates can be found at <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>.

Vocational Certificates

Vocational Certificates are available from most community colleges. Most of your military training can be counted toward their degree programs, but they will still require residency credits and approximately 40-75 credit hours. These certificates can be as valuable as the apprenticeship program in the civilian work force.

College credits by Testing CLEP, DSST

Testing can replace the requirement to attend most of the college courses listed in the Occupational Roadmap. Base Education Centers offer CLEP and DSST exams for active duty military at no cost. They also offer a comprehensive list of "credit-by-exam" tests. Additionally, many of the tests have study guides available. These tests are available at the base education center or through the base library system. For specific testing locations visit the DANTES website.



- Navy College Program: <https://www.navycollege.navy.mil/information-for-sailors/pre-college-testing-and-college-credit.htm>
- DANTES: <http://www.dantes.doded.mil/examinations/earn-college-credit/earn-college-credit.html>

College Entrance Exams Testing ACT, SAT

The ACT and SAT are both standardized tests that help colleges evaluate candidates. Many colleges require that students submit test results as part of the admission application process. Since Sailors are considered transfer students, these tests are not generally required for admission. However, some Sailors must take the tests to enter specific military programs.

- Navy College Program (ACT SAT): <http://www.navycollege.navy.mil/information-for-sailors/college-entrance-exams.htm>
- DANTES (ACT SAT): <http://www.dantes.doded.mil/examinations/college-admissions/act.html>

SAMPLE DEGREE PLAN

	Florida Community College NCPDLP ROADMAP	
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A.S. INDUSTRIAL MANAGEMENT TECHNOLOGY

RATING:

Other Degree Requirements: *Remediation / SLS / Pre-reqs if Needed*
 Residency: 25% coursework must be completed at FCCJ (in-class or DL).

~ School Degree Information ~								
COURSE NUMBER/TITLE	CREDITS NEEDED	SERVICE SCHOOL	MOS	CLEP	DSST	EXCELSIOR	DL	SOC CRS. Cat.#
~GENERAL EDUCATION								
ENC 1101 - English Composition I	3		-	ENC1101	-	ENC1101	Y	EN024A
Social Science	3		-	Y	Y	Y	Y	TBD
Mathematics	3		-	Y	Y	-	Y	TBD
Humanities	3		-	Y	Y	-	Y	TBD
Natural Science	3		-	Y	Y	Y	Y	TBD
~PROFESSIONAL COURSES								
MAN 2021 - Principles of Management	3	E7-E9		MAN2021			Y	MG101A
BCN2732: OSHA Safety	3						N	ET069A
GEB 1011 - Introduction to Business	3				GEB1011		Y	BU001A
OST1581: Professional Development in the Work Environment	3						Y	
MAN2125: Supervision & Performance Improvement	3						Y	
ENC2210: Technical Report Writing	3						Y	EN032A
CGS 1100 - Microcomputer Applications	3	E6-E9					Y	OF033A
~PROFESSIONAL ELECTIVES - minimum 24 hours								
	E3	E4	E5	E6	E7	E8	E9	
ACE Recommended from MOS / Rate:								
Military Credits	7	13	13	17	16	16	16	
Credit from Service School:								
Recruit Training	2	2	2	2	2	2	2	
A-School (if attended)								
C-Schools (if attended)								
Total Elective Hours	9	15	15	19	18	18	18	
Total Credits Awarded *	9	15	15	22	24	24	24	
TOTAL CREDITS NEEDED (60 s.h.)	51	45	45	38	36	36	36	

* **Disclaimer:** Please be aware that this is a sample and a Sailor's actual credit awarded may vary depending on the ACE recommendation in effect at the time of their training. This is an unofficial preview of how credit from prior learning and military experience may be applied toward this degree option. It is subject to change upon official evaluation by Florida Community College, Military Education Institute (800) 700-2795, military@fccj.edu.

Florida Community College
 Military Education Institute
 601 West State Street
 Jacksonville, FL 32202
 800-700-2795
 Email: military@fccj.edu

FAX: 904-632-5073

REFERENCES

Navy Enlisted Learning and Development Programs:

- Learning and Development Roadmap for Enlisted Sailors, OPNAVINST 1500.77(series)
- Navy Enlisted Retention and Career Development Program, OPNAVINST 1040.11(series)
- Career Counselor Handbook, NAVPERS 15878L
- Command Sponsor and Indoctrination Programs OPNAVINST 1740.3(series) (Sponsor assigned within 10 days of orders received / Indoctrination completed as soon as possible and practicable but NLT 90 days)
- Command Sponsorship of Dependents at Overseas Duty Stations MILPERSMAN 1300-150 to 1300-210
- Navy Enlisted Warfare Qualification Programs OPNAVINST 1414.9 (series)
- Master Training Specialists (MTS) Program NETCINST 1500.2(series)
- Command Master Chief Program OPNAVINST 1306.2 (series)

Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Career WayPoints - Reenlistment MILPERSMAN 1160-140
- Reenlistment Ceremony MILPERSMAN 1160-020
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006
- Reserve Enlisted Incentives RESPERSMAN 1100-020 and current ALNAVRESFOR Message
- Reenlistments and Extensions for Sailors in a Drilling Status RESPERSMAN 1160-010
- Satisfactory Participation in the Navy Reserve RESPERSMAN 1001-010

Fleet Reserve and Retirements:

- Casualties and Survivor Benefits (SBP) MILPERSMAN 1770-010 to 1770-280 OPNAVINST 1750.5(Series)
- Disability Retirement MILPERSMAN 1850-010 to 1850-040
- Fleet Reserve and Retirement MILPERSMAN 1800-010 to 1800-070
- Privately Owned Vehicle (POV) Shipment Entitlement Policy and Household Goods (HHG) Shipment and Storage Entitlement Policy MILPERSMAN 4050-010 to 4050-020
- Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting MILPERSMAN 1320-220
- Transition Assistance Program (TAP) OPNAVINST 1900.2(series) (Initiate a DD-2648E-1 NLT 90 Days Prior to Separation and attend workshop 12 months prior to separation/Fleet Reserve/Retirement date)

Enlisted Administrative Separations:

- Separation by Reason of Alcohol Rehabilitation Failure MILPERSMAN 1910-152
- Separation by Reason of Misconduct -Drug Abuse MILPERSMAN 1910-146
- Separation by Reason of Convenience of the Government -Early release to further education MILPERSMAN 1910-108
- Administrative Separation (ADSEP) Policy and General Information MILPERSMAN 1910-010 to 1910-812
- Fraudulent Enlistment MILPERSMAN 1910-134
- High Year Tenure (HYT) MILPERSMAN 1160-120
- Misconduct (various reasons) MILPERSMAN 1910-138/140/142
- Department of the Navy (DON) Policy on Parenthood and Pregnancy SECNAVINST 1000.10(series) & MILPERSMAN 1910-124
- Separation by Reason of Convenience of the Government -Personality Disorder MILPERSMAN 1910-122
- Separation by Reason of Physical Fitness Assessment (PA) Failure MILPERSMAN 1910-170
- Separation by Reason of Misconduct - Commission of a Serious Offense MILPERSMAN 1910-142
- Separation by Reason of Unsatisfactory Performance MILPERSMAN 1910-156

Advancement & Service Schools:

- Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve BUPERSINST 1430.16(series)
- Accelerated Advancement of Recruit Training Class "A" School Graduates, and Ceremonial Guard MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools MILPERSMAN 1306-600/602/604/608
- Class "A" School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with Armed Forces Classification Test (AFCT) version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07
- Prior Service Reenlistment Eligibility – Reserve (PRISE-R) MILPERSMAN 1133-061

Education Advancement & Service Schools:

- Joint Chiefs Professional Military Education (PME) Manual 1805.01
- Voluntary Education (VOLED) for Navy Sailors OPNAVINST 1560.9(series)
- Navy Voluntary Education Program NETCINST 1560.3(series)
- Navy Credentialing Programs OPNAVINST 1540.56
- Administration of the United Services Military Apprenticeship Programs (USMAP) OPNAVINST 1560.10(series)

Diversity, Equity and Inclusion, and Anti-Extremism:

- Diversity, Equity and Inclusion: <https://diversity.defense.gov>
- DOD Diversity and Inclusion Management Program DODI 1020.05(series)

Other Quick References:

- Awards Manual (SECNAVINST 1650.1(Series))
- Change in Rating MILPERSMAN 1440-010 to 1440-040
- Department of the Navy Correspondence Manual (SECNAV M-5216.5)
- Navy Alcohol and Drug Abuse Prevention and Control OPNAVINST 5350.4(series)
- Exchange of Duty (SWAPS) MILPERSMAN 1306-700
- First-Term Personnel Assignment Policy MILPERSMAN 1306-126
- Individual Augmentation (IA) Policy and Procedures OPNAVINST 1001.24(series)
- Military Couple and Single Parent Assignment Policy MILPERSMAN 1300-1000
- Military Pay MILPERSMAN 7220-010 to 7220-410
- Navy Performance Evaluation System BUPERSINST 1610.10 (Series)
- Overseas Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian Reasons (HUMS) MILPERSMAN 1300-500
- Standardized Policy and Procedures for the Active Duty for Operational Support (ADOS) Programs OPNAVINST 1001.20 (series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M
- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards NAVPERS 18068F Volume 1 & 2